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Earl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 1, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 268 (WS) (Emergency regulation)  
DEPARTMENT BULLETIN NO. 272

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5

Attachments

RECEIVED  
SACRAMENTO, CALIF.

1945 NOV 2 PM 2 29

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA

Certified as a Regulation (or as  
Regulations) of the

Dept of Social Welfare  
(Name of State Agency)

C. W. Woerner  
(Signature)

Director  
(Title)

11/1/45  
(Date)

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EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR  
Sacramento

October 15, 1945

Authority: W41C 103, 113,  
114, 115, 116, 120, 120.5

FILED

in the office of the Secretary of State  
of the State of California

NOV 2 - 1945

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*  
Assistant Secretary of State

DEPARTMENT BULLETIN NO. 268 (WS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Civilian War Assistance

1. INFORMATIONAL STATEMENT FOR REPATRIATES ON CIVILIAN WAR ASSISTANCE

It has been found that varying interpretations of this program have been given by different agencies, some repatriates have received no interpretation at all, and confusion still exists in the minds of most as to the source of funds for assistance. Therefore, the Social Security Board has prepared the attached informational statement for distribution to repatriates, which will be helpful in providing a uniform interpretation.

This is considered the minimum information which should be given to each repatriate at the port of debarkation or at the county welfare department where he first makes application for assistance. The statement may, if desired, be used in conjunction with other informational statements which have been prepared by counties. It is, however, important that every repatriate receive a copy of this statement as it not only sets forth assistance and services available at the ports of debarkation, but assistance and services available in home communities. We are sending you under separate cover an initial supply of this form. Additional supplies may be obtained as necessary from this department.

2. CIVILIAN WAR BENEFITS - REPATRIATES FROM THE PHILIPPINES

A. Enemy Action Cases

Eligibility for Civilian War Benefits to enemy action cases now restricts coverage with respect to death, disability, or detention caused by enemy action occurring outside the Continental United States, to such action occurring in the Philippines and in Territories and possessions of the United States. Citizens from other areas such as China, India, and Europe, and Nationals of the Philippines

Certified as a Regulation (or as  
Regulations) of the

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(Name of State Agency)

Ann Worcester  
(Signature)

Director  
(Title)

11/11/55  
(Date)

and Territories or possessions of the United States, who are in this country, may be assisted under the Civilian War Assistance program. Payment of disability claims based on enemy action is now limited to persons who are citizens of the United States. However, in death or detention cases due to enemy action, it is sufficient if either the casualty or the dependent is a citizen of the United States.

B. Civilian War Benefits - Disabled Repatriates - Receipt of Another Government Benefit

Field offices of the Bureau of Old-Age and Survivors Insurance will need to secure information from local public assistance agencies concerning civilian war assistance payments in order that adjustments can be made accordingly in civilian war benefits to either avoid a duplication of payments or to cover periods for which the repatriate is eligible for benefits, during which assistance was not received.

Public assistance agencies should assist repatriates in making applications for other pensions or benefits for which they might be eligible, such as veterans' pensions, U. S. Employees' Compensation benefits, Old-Age and Survivors Insurance benefits, compensation from War Damage Corporation, and other benefits or services available from public or private agencies. Procedures should be set up by counties where possible for notification of first payment of other government benefits, to prevent overlapping of assistance.

3. EMPLOYEES OF CONTRACTORS, PACIFIC NAVAL AIR BASES

According to information received from representatives of Contractors, Pacific Naval Air Bases, approximately 1,000 men who were employed by them at Wake Island and Guam will be returning from the Pacific Area within the next few weeks as soon as transportation is available. Although most of this group are expected to arrive on ships, some are obtaining air transportation.

You will find below, excerpts from a booklet prepared for the use of internees, setting forth the benefits and resources available to them. Present experience indicates that it takes about seven days for the advance payment of \$1,083 to reach the employee. The U. S. Employees Compensation Commission is hoping to reduce the waiting period for the advance payment to approximately two days. Pending receipt of first back pay, emergency assistance may be given from Civilian War Assistance. County welfare departments should maintain close working relationships with Contractors, Pacific Naval Air Bases, and with district offices of the U. S. Employees Compensation Commission in order to determine when these resources become available to the internees.

The following are excerpts from the printed pamphlet given to these employees on their arrival:

"A. Preliminary Contact

"Wherever possible the returning internee should immediately contact the nearest office of Contractors, Pacific Naval Air Bases. The address and telephone number of such offices are set forth below:

"CONTRACTORS, PACIFIC NAVAL AIR BASES  
2129 Grove Street, Oakland, California  
Telephone Highgate 6880

"CONTRACTORS, PACIFIC NAVAL AIR BASES  
732 Wilshire Blvd., Los Angeles, California  
Telephone Vandyke 8222

"The Contractors' representatives are prepared to give the internee every possible assistance in carrying out the necessary procedure with regard to temporary relief, hospitalization, claims for detention and disability benefits, transportation home and other necessary business.

"If the internee arrives at a point where the Contractors do not have an office, then he should contact the nearest office of the United States Employees Compensation Commission, which agency will make every effort to assist him in carrying out the necessary procedure regarding the items mentioned above. A list of the addresses of the Commission's offices is also set forth below:

"Warren H. Pillsbury, Deputy Commissioner,  
Room 318, 417 Market Street  
SAN FRANCISCO 5, CALIFORNIA

"W. L. O'Keefe, Area Claim Examiner,  
206 South Spring Street  
LOS ANGELES, CALIFORNIA

"If an employee arrives at a point where neither the Contractors nor the Commission have an office, he should telephone or telegraph collect to the nearest Contractors' office, advising of his arrival and whereabouts so that he may be contacted. Immediately following the internee's contact with the United States Employees Compensation Commission and the completion by the internee of the required procedures and execution of forms, the Commission will attempt to have in his hands within a few days an advance payment of detention benefits amounting to \$1,083.30. If any such employee requires temporary relief, he should contact the local Red Cross office, which will refer him to the nearest Public Welfare agency.

#### "B. Hospitalization

"It is vital and necessary that all returning internees accept hospitalization and receive a medical examination immediately upon their return to the United States. The Commission will make the arrangements for such hospitalization and examination at the nearest Marine Hospital or other designated hospital.

"The reason why hospitalization and medical examination are extremely important is that while detention benefits cease upon return to the United States, each internee is entitled, in addition, to disability benefits if his physical condition as a result of his detention is such that he is not able to work. Hospitalization and examination will establish the employee's condition and protect his rights to disability benefits if he is unable to work. Failure to receive hospitalization and medical examination may make it impossible for the employee thereafter to establish his rights. For this reason, every internee should make it a point to enter a Marine Hospital or other hospital designated by the Commission immediately upon arrival in the United States.

#### "C. Transportation Home

"As soon as the internee has completed the processing of his claim with the Commission and has also completed his hospitalization and medical examination, the

"Commission will furnish him with a travel order for transportation to the point where he was originally employed by the Contractors. The Commission will also furnish subsistence during the travel period.

"D. Detention Benefits

"The rights of internees to payments during the period of interment may be very briefly summarized as follows:

"(a) Unpaid Wage and Salary Claims

"On the outbreak of hostilities and because the Contractors' employees at Wake Island and Guam were shortly after December 7, 1941, no longer able to perform their services due to enemy intervention, the Contractors were directed to cease payment of salaries after December 31, 1941. Any salaries or wages earned prior to detention by the enemy and which remained unpaid will be processed for payment by the Contractors as quickly as possible.

"(b) Benefits Provided by Congress

"Congress has adopted legislation for the benefit of interned civilian employees of Government contractors. The effect of this legislation is as follows:

"(1) For the period from January 1, 1942, to December 31, 1943, the U.S.E.C.C. has credited to the account of each internee the sum of \$108.33 per month. From the amount so credited payments have been made to the internee's dependents. The net amount remaining on hand with the Commission will be available for payment to the internee.

"(2) For the period from January 1, 1944, to the date of return to the United States, there has been credited to the account of each internee by the Commission an amount equal to the average weekly wage which he was receiving at the time of detention but not in excess of the average wage paid to civilian employees of the Government in the same or most similar occupations in the areas nearest to the internee's place of employment. The particular amount varies in each case, but the Commission has such information readily available. Payment to dependents have been made by the Commission from the amounts so credited, and the net amount remaining after the deduction of such payments will be paid over to the internee by the Commission when the processing of his claim is completed.

"(3) In addition, if any internee's physical condition as the result of detention is such that he is unable to work, he is entitled to disability benefits during the continuance of his disability, as explained in the paragraph on hospitalization.

"One point about the benefits provided for internees by Congress should be mentioned. Congress has provided that any internee or dependent receiving benefits under the legislation which it has adopted, must renounce all other benefits or payments which the internee would otherwise be entitled to receive from the United States, either directly or indirectly (including the Contractors), on account of absence because of detention by the enemy. In accordance with the law, each internee will therefore be required by the Commission to execute such a renunciation before any benefits are paid to him on account of such absence. This means that no double payment by the United States, either directly or indirectly (including the Contractors) can be paid to any man for the period of his detention."



4. CIVILIAN WAR ASSISTANCE--RESOURCES FOR ASSISTING STATELESS PERSONS AND THOSE WHO WISH TO GO OUTSIDE THE UNITED STATES

Recently some questions have been raised in respect to possible resources for assisting repatriates debarking in the United States who wish to go to destinations outside the United States. For instance, there have been a few Spanish nationals from the Philippines who wish to go on to Cuba. We have been advised that the two organizations listed below are interested in such persons. The two organizations are:

Unitarian Committee  
25 Beacon Street  
Boston, Massachusetts

International Rescue and  
Relief Committee  
103 Park Avenue  
New York, New York

The International Rescue and Relief Committee is especially interested in the problems of Stateless persons and would be glad to see what resources might be available for assisting such persons if they are referred. Mrs. Sheba Strunsky, who is Director of this agency, indicated that the Spanish Confederated Societies was particularly interested in Stateless Spaniards. It was her suggestion, however, that cases such as these be referred to her in case additional resources are necessary.

We recognize that in the emergency of debarkation it might be difficult to secure the information needed regarding such assistance quickly enough to be of use. However, we are sending this general information to you inasmuch as you may find some situation among the repatriates which cannot be cared for under Civilian War Assistance.

If you have any specific problems in this area and desire any further information, we should appreciate being advised.

Very sincerely yours,

Charles M. Wollenberg

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

Federal Security Agency  
Social Security Board  
August 1945  
WS-CL1

CIVILIAN WAR ASSISTANCE  
FOR REPATRIATES

The Social Security Board, through State and local public welfare agencies, is providing financial assistance and other services to repatriates and evacuees who need help in becoming re-established in this country. This kind of help is called Civilian War Assistance. It is paid for by the United States Government through the Federal Security Agency. Assistance is available in every State and in Hawaii, Alaska, and Puerto Rico.

At the Civilian War Assistance is provided at the port city by the local public welfare agency for those without immediate resources of their own.  
Port It may be provided, as necessary, to cover costs of food, shelter, replacement of clothing, personal necessities, and transportation to the community where the repatriate plans to settle. Such assistance is not intended as repayment for losses or injury, but is based on needs which the repatriate cannot meet out of his own immediate resources.  
City

A reception center will be set up at the port city where application for Civilian War Assistance can be made. Transportation will be provided from the dock to this center. Public welfare workers will be available to provide this assistance and also to help the repatriate in making travel arrangements and to assist him in making plans for resuming his life in this country. Emergency medical, dental, or hospital care will also be made available by the U. S. Public Health Service without regard to financial need.

In Your Civilian War Assistance is also available through the public welfare  
Home agencies in all local communities of the United States. If the re-  
Community patriate has no other resources and needs further help in becoming established in his home community, he can apply to the local public welfare agency for such assistance. Other services can also be provided by the welfare worker, such as help in finding a place to live, in financial planning, in obtaining medical and hospital care, in arranging for school facilities for the children, in personal or family adjustment problems, or in other ways that may be necessary.

Medical, dental, and hospital care will also continue to be made available (through the Public Health Service) to all repatriates, without regard to financial need, for conditions present on arrival, provided application for treatment is made within 1 year. If no Public Health Service facility is available in the community where the repatriate settles, arrangements for medical care can be made through the local public welfare agency.

## STANDARDS OF ADEQUATE CARE IN AID TO NEEDY CHILDREN

## FOREWORD TO DEPARTMENT BULLETIN NO. 272

In September 1939, the State Social Welfare Board adopted general standards of adequate care in Aid to Needy Children in compliance with Section 1511 of the Welfare and Institutions Code, which was passed by the 1939 Legislature and which placed the responsibility for setting such standards on the State Department of Social Welfare.

These standards included a budgetary schedule, based on prices in different areas of the State, for use of the counties in determining the amount of the grant required for each family unit. After an experimental period the Social Welfare Board ruled in May 1942, that all counties be required to use the current ANC budget schedule, or comparable substitute, which had the approval of the State Department of Social Welfare.

As originally established the basic quantitative budget has remained practically unchanged. However, experience has shown that with the gradual rise in cost of living the budgetary needs of family units could not be met in many instances without supplemental aid from the county.

Section 1511 of the Welfare and Institutions Code authorizes counties to pay from their own funds an amount in addition to the grant, if needed, to provide adequate care for any needy child. Studies made in December 1944, show that 34 counties carrying ANC case loads representing 14,238 children, recognize in Section 1511 legal authority to provide supplemental aid when the budget for the family unit indicates the need for additional assistance. Twenty-two counties, granting ANC to 2,287 children in family groups limit the grant to the maximum basis for State and Federal participation (\$31.50 for the first child, \$28.50 for each additional child) and for their authority cite the Attorney General's Opinion NS2150, rendered November 28, 1939. This opinion restricted the State Department of Social Welfare from requiring counties to meet a standard of care which calls for grants in excess of the maximum ANC grant.

On March 21, 1945, Opinion NS2150 was superseded by Opinion NS5811 which answered in the affirmative the question as to whether the State Department of Social Welfare has legal authority for requiring counties to meet its adequate care standards, even though supplemental grants from county funds are required. The opinion which was released to the county with Circular Letter No. 291, points out that the problem of support of a needy child in its own home cannot be separated from the problem of support of other needy persons in the home. A needy child cannot be isolated - it is a part of the family group. To answer the argument that members of the family group, other than the needy child, are indigents for whom no State grant in aid is available, reference is made to Section 2400 of the Welfare and Institutions Code, and County of Los Angeles v. Payne, 8 Cal. (2d) 563, which imposes a mandatory duty on the county to provide relief to such indigents. Furthermore, the opinion holds that while the legislature has left in the hands of the counties policies for indigent aid and the actual administration of Aid to Needy Children, it has subjected the administration of Aid to Needy Children, including families in which there are needy children, to the authoritative supervision and control of the State Department of Social Welfare and the Social Welfare Board.

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EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR  
Sacramento  
October 31, 1945

DEPARTMENT BULLETIN NO. 272 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Standards of Adequate Care in  
Aid to Needy Children

By February 1, 1946, all counties shall meet the minimum standards of adequate care in Aid to Needy Children as established by the basic budget schedule and as set forth in Sections 158-00, 158-10, 158-20, 158-30, of the Manual of Policies and Procedures and as reaffirmed by the Attorney General's Opinion NS5811.

The Amount of the Grant Chapter of the Manual sets forth policies and procedures for individualization of the basic budget schedule in its adaptation to each family situation. In the process of measuring the individual family's requirements to the basic standard, a modification of the budgetary schedule may be indicated in the exceptional case. Such modification shall not be made by an arbitrary deduction in a flat amount, but shall be related to the family's needs and arrived at after discussion between the county worker and the recipient.

There may be the rare case in which there is evidence that the children are not supplied with minimum requirements due to lack of managerial ability. The present method used by some counties in handling a problem situation of this type may be followed. Under such procedure, if the county determines that the well-being of the children would be safeguarded by granting a portion or total aid in kind, such substitute plan is made even though it means loss to the county of State and Federal reimbursement.

In order to gather case material for further consideration of policy, cases involving any modification from the monetary standard shall be fully explained in the county case record, and for a period of one year, such cases shall be reported to the State Department of Social Welfare, in Section 11-B of Form CA 201, Certificate of Verification of Eligibility in ANC, or on Form CA 232, Notice of Change.

Very sincerely yours,

*Charles M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

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Carl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 1, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

MANUAL LETTER NO. 87

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

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Attachments

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SACRAMENTO, CALIF.

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FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA

Certified as a Regulation (or as  
Regulations) the

Dept. of Social Welfare  
(Name of State Agency)

Don Weenbeck  
(Signature)

Director  
(Title)

11/1/65  
(Date)

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Earl Warren  
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento

November 2, 1945

FILED

In the office of the Secretary of State  
of the State of California

NOV 2-1945

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*  
Assistant Secretary of State

1297

MANUAL LETTER NO. 87

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers canceled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Income	Revision 41
Applications	Revisions 35 thru 37
Investigation and Decision	Revisions 103 and 104
Fair Hearing	Revisions 20 and 21
Continuing Services	Revisions 100 thru 109
Financial Procedures	Revisions 128 thru 150
Glossary	Revisions 21 thru 24
Amount of Grant	Reissued Separator
Financial Procedures	Reissued Separator

Sec. 153-80, Allocation of Income to Spouse, has been revised to include specific information regarding eligibility for OASI benefits of a wife of a man who is receiving Old Age and Survivor's Insurance benefits.

Secs. 202-55, Application of Patient on Leave From State Hospital, and 230-85, Investigation of Applications Made While in or on Leave From State Hospitals, have been revised to provide that the county in which the person who is on a leave of absence from a State mental hospital is living shall accept the application for OAS, ANB, or APSB for the responsible county. These sections and Sec. 610-75, Payments to Patients on Leave From State Hospitals, also have been revised to include new terminology incorporated into California law as a result of recent legislative action. First, the provisions of Senate Bill 528 (Chapter 665, Statutes of 1945) changed the name of the "Department of Institutions" to the "Department of Mental Hygiene". Second, the provisions of Assembly Bill 1195 (Chapter 136) substituted the term "leave of absence" for the term "parole".

Sec. 325-40, Investigation of Appeal and Preparation of Brief, has been revised to add a provision whereby investigation and action on appeals not under the jurisdiction of the State Department of Social Welfare may be simplified.

Sec. 325-42, Stipulated Appeals, now provides that retroactive aid may be paid in certain cases of appeal for retroactive aid upon recommendation of the county with the concurrence of the SDSW.

Sec. 352-25, Notification to SDSW of Completion of Reinvestigations, redefines the date on which the reinvestigation is completed.

Sec. 361-10, Decrease in Grant and 361-50, Discontinuance of Aid, governing OAS, ANB, and APSB, contain extremely important revisions and additions. Both deal with adjustments within the period formerly designated as the current income period. Adjustments may now be made within the "current adjustment period" for ineligibility resulting from other changes in a recipient's circumstances as well as income. A discontinuance within the current adjustment period is one which is effective not later than the last day of the month following that in which the ineligibility occurred. Discontinuance for one month does not always adjust for all overpayment within the current adjustment period. Under certain circumstances the recipient is obligated to make some repayment to the county.

Sec. 361-25, Retroactive Aid Payments by County, has been revised to include the various situations under which retroactive aid shall or may be paid to applicants or recipients of public assistance. Revised Sec. 627-30, Federal Participation, includes recently revised policy covering availability of Federal participation. Sec. 626-50, Supplemental Aid Claims, now embraces the method for claiming for retroactive aid under the provisions of Sec. 361-25.

Sec. 361-30, Suspension Procedure, contains an important change in that initial warrants may now be suspended.

Sec. 610-30, Authorization for Payment, has been added as a commentary on "authorization for payment."

Sec. 610-80, Money Payments and Restricted Payments, relates to all aids. It contains definitions, illustrations and interpretation of money payments, restricted payments and restrictive practices. Particular attention is directed to the conditions under which warrants must be delivered. Withholding delivery of a warrant to effect a refund from the recipient, or delivery of a warrant with a request that a refund be made from it (or from the income to which the recipient is currently entitled) is contrary to the provisions of the section. This is true even though such refund might be requested to effect an adjustment within the current adjustment period.

Sec. 646-80, Forms Used in Administrative Expense Claims, now includes certain information regarding quarterly claims formerly included in Bulletin No. 244.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE  
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

153-80 ALLOCATION OF INCOME TO SPOUSE  
OAS, ANB, APSB

153-80

The applicant or recipient may allocate to his or her spouse a portion of his income from earnings, annuities, pensions (both civil and military), OASI, regular payments received because of compensation laws (both industrial and unemployment), and any income other than that from separate property owned by applicant or recipient. The amount allocated shall not exceed one-half of such income, and it shall not exceed a reasonable amount necessary for the support of the spouse, as determined by investigation in each individual case. No allocation of such income may be made for the support of minor children. In APSB, no allocation shall be made to the spouse until the recipient has had his full maximum of \$800 exempt income. (SEE SEC. 157-15, METHOD FOR DETERMINING AMOUNT OF GRANT IN APSB) (W&IC 3460, 3472)

When the applicant or recipient is receiving OASI benefits, the apportionment to his spouse shall not continue after she has reached the age of 65, at which time she becomes eligible by virtue of her husband's "primary benefit" to payments in her own right, provided:

1. She is the mother of the recipient's son or daughter, or
2. She is married to the recipient prior to January 1, 1939, or if later, prior to the date upon which he attained the age of sixty.

When a serviceman's allowance is received by either of a couple the spouse (unless otherwise stipulated by the serviceman) may be allotted as much thereof as is necessary for his or her own support. (W&IC 2003, 2020.01, 2140, 2142.5, 3075, 3084, 3460, 3472)

(SEE SECS. 152-50, CONTRIBUTIONS FROM LEGALLY RESPONSIBLE RELATIVES AS INCOME, 151-95, INCOME FROM AGRICULTURAL LABOR, AND 151-30, DEFINITION OF EXEMPT INCOME IN APSB.)

**153-70 INCOME FROM PRIVATE AGENCIES OR OTHER SOURCES  
OAS, ANB, APSB, ANC**

153-70

Income currently received from a private social agency or other source such as a fraternal or benevolent association or service clubs shall be verified prior to the granting of aid. The extent of future participation in the support of the applicant or recipient or the date when the present income will terminate shall be verified. (SEE SEC. 233-25, VERIFICATION OF INCOME.) Determination shall be made as to whether the income is regular fixed income or in ANC, small intermittent income, or in OAS, ANB and APSB, casual and inconsequential income. (W&IC 1560, 2140, 3044.5, 3075, 3460)

### REVISION RECORD

*Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.*

*IT IS IMPORTANT that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.*

25	40	55	70	85	100	115	130
26	41	56	71	86	101	116	131
27	42	57	72	87	102	117	132
28	43	58	73	88	103	118	133
29	44	59	74	89	104	119	134
30	45	60	75	90	105	120	135
31	46	61	76	91	106	121	136
32	47	62	77	92	107	122	137
33	48	63	78	93	108	123	138
34	49	64	79	94	109	124	139
35	50	65	80	95	110	125	140
36	51	66	81	96	111	126	141
37	52	67	82	97	112	127	142
38	53	68	83	98	113	128	143
39	54	69	84	99	114	129	144

## REFERENCE GUIDE TO AMOUNT OF GRANT CHAPTER

### AID TO NEEDY BLIND

Amount of Grant in ANB, Method for Determining-----	Sec. 156-15
Basic Needs in ANB, Definition of-----	156-20
Need in Excess of Basic Continuing Needs in ANB, Method of Reporting-----	156-40
Need in Excess of Basic Continuing Needs in ANB, Procedure for Establishing-----	156-30
Needs in Excess of Basic Continuing Needs in ANB, Definition and Determination of-----	156-25
Private Institutions, Determination of Amount of Grant in ANB of Inmates-----	156-60
Whole Dollar Amounts in ANB, Grant of Aid-----	156-50
W&I Code, Provisions of Regarding Determination of Amount of Grant in ANB-----	156-05

### AID TO PARTIALLY SELF-SUPPORTING BLIND

Amount of Grant in APSB, Method for Determining-----	157-15
W&I Code, Provisions of Regarding Determination of Amount of Grant in APSB-----	157-05

### AID TO NEEDY CHILDREN

Adequate Care, Standards of-----	158-05
Board and Care Basis, Determination of Amount of Grant for Child in Home of Relative on-----	158-20
Boarding Homes, Determination of Amount of Grant for Children in-----	158-30
Budget Work Sheet (Form General M48) and Instructions for Use of-----	158-10
Budgeting, General Rules and Policies-----	158-10
General Statement, Determination of Need and Amount of Grant-----	158-00
Income, Budgeting Rules and Policies Relating to-----	158-10
Institutions, Determination of Amount of Grant for Children in-----	158-30
Standards of Adequate Care-----	158-05
W&I Code, Provisions of Regarding Determination of Amount of Grant in ANC-----	158-00

### OLD AGE SECURITY

Amount of Grant in OAS, Method of Determining-----	155-15
Budget Work Sheet (Ag 241) and Instructions for Use of-----	155-26
Need in Excess of \$50, Reporting to SDSW-----	155-60
Special Needs, Definition and Determination of-----	155-50
Statutory Maximum (\$50) Less Income-----	155-20
Total Need—Determination by Budget-----	155-25
Total Need—Statutory Maximum (\$50) Plus Special Needs-----	155-30
W&I Code, Provisions of Regarding Determination of Amount of Grant in OAS-----	155-05

202-20 (Continued)

202-20

his  
John X Jones  
mark

---

Signature or Mark of Applicant

---

Witness to Mark

---

Witness to Mark

When the applicant is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the applicant prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the applicant himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses.

An applicant who usually affixes his signature by printing may sign his name in this manner. A typewritten name, a carbon copy of a signature, or a rubber stamp imprint does not constitute a signature.

The above comments regarding form of signature, etc., apply to all forms which the applicant and/or his guardian and/or spouse may be required to sign.

The applicant's signature on the application shall be acknowledged under oath or affirmation before someone who is authorized to take such acknowledgment. The date of such acknowledgment is the date of application.

When the person administering the oath is a witness to the mark (including a thumb print), his signature must appear twice, once as a witness to the mark (including a thumb print) and again in the certificate of acknowledgment. (W&IC 1560, 2140, 2180, 3075, 3081, 3460, 3470)

Whenever the oath of an affiant or the affidavit of a person is necessary in order that a person may obtain charity or relief from an agency or department of the U. S. Government, State of California, or any political subdivision thereof, no fee shall be charged for the taking of such oath. (P.L. C 4295)

202-20 (Continued)

202-20

The names and addresses of living children as known to the applicant shall be listed. When the children's whereabouts are unknown, they shall be considered as living. The listed contribution from relatives should be the actual contribution.

All other items should be completed to the best of the applicant's knowledge. (W&IC 3075, 3460)

**OAS, ANB, APSB (GUARDIANSHIP)**

When a guardian makes application, the full name of the applicant should be used at the top of the form. For the signature at the bottom of the blank the guardian should sign his own name as legally appointed guardian of the applicant; e.g., John Doe, legally appointed guardian of Richard Roe. (SEE SECS. 230-60 GUARDIANSHIP; 201-10, PERSON MAKING APPLICATION.) (W&IC 2140, 3075, 3460)

**ANC**

"Relationship to children" means the relationship (family or other) which the applicant bears to the children for whom aid is requested; e.g., mother, aunt, guardian, probation officer, etc.

In Section I space is provided for two different surnames when application is made for children having a common parent but different surnames. When there is only one surname it should be repeated when children's names are entered in the second column. The given name of each child for whom aid is requested shall be entered. The street address and/or box number and city, or name and address of institution shall be entered.

Sections II, III, and IV provide a basis for the county to secure information and start investigation regarding classification, residence and need. The sub-category under each heading need not be designated. (W&IC 1560)

**OAS, ANB, APSB, ANC (SIGNATURES)**

When the applicant or guardian is unable to sign his name, a mark (including a thumb print) may be used. When a mark (including a thumb print) which serves as a signature to a sworn statement is used, two persons are required as witnesses. The form for such a signature is as follows:

(Section Continued on Next Page)

202-70 APPLICATION MADE WHILE IN A PRIVATE INSTITUTION  
OAS

202-70

When an applicant resides in a home or institution maintained by any fraternal, benevolent, or other non-profit organization in a county in which he does not have residence, (SEE SECS. 125-15, OAS, RESIDENCE OF INMATES OF PRIVATE INSTITUTIONS AND 125-20, DETERMINING COUNTY FROM WHICH INMATE ENTERED INSTITUTION) the county in which the institution is located shall, on behalf of the county of residence, take the application and forward it to the county of residence. (SEE SEC. 230-80, INVESTIGATION OF APPLICATIONS MADE IN PRIVATE INSTITUTIONS.) See Secs. 163-00, Eligibility of Inmates of Non-profit, Fraternal and Benevolent Institutions, for special points of eligibility to be cleared in these investigations. (W&IC 2140, 2160.5)

210-00 REAPPLICATIONS  
OAS, ANB, APSB, ANC

210-00

A reapplication is a request for assistance received by the county from or on behalf of a person (a) whose former application has been denied or has been voluntarily withdrawn, or (b) whose aid has been discontinued for a period of more than 12 months. (FOR EXCEPTIONS SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN.)

A new application form (Form Ag, B1, CA 200) is required for each reapplication except as provided in Sec. 201-25, When Application to be Taken. (SEE SEC. 215-00, RESTORATION OF AID.) (W&IC 1560, 2140, 3075, 3460)

210-05 RIGHT TO MAKE REAPPLICATION  
OAS, ANB, APSB, ANC

210-05

An applicant whose application for OAS, ANB, or APSB has been denied by the county may not again apply for such aid until the expiration of one year from date of the previous application except with the consent of the county, or on order of the SDSW, or until the condition because of which his application was denied, has been eliminated. The county shall accept such reapplication when a change in the applicant's circumstances may have rendered him eligible or on the presentation of new evidence regarding eligibility. (W&IC 2140, 2182, 3088.5, 3474.5)

There are no restrictions on the right of a person to reapply for ANC for a child. (SEE SEC. 351-57, TRANSFER PROCEDURE FROM ANB TO APSB, OR VICE VERSA.) (W&IC 1560, 3075, 3460)

202-55 APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL  
OAS, ANB, APSB

202-55

When persons who are about to be given a leave of absence from State hospitals wish to apply for OAS, ANB or APSB, the application procedure shall be as outlined below. It shall apply to the applicant for whom a guardian has been appointed and to the applicant who has no guardian. (SEE SECS. 230-60, GUARDIANSHIP, AND 462-50, GUARDIANSHIP OF THE STATE DEPARTMENT OF MENTAL HYGIENE.)

1. Prior to release of the person on a leave of absence, the SDMH shall refer the request for aid to the county in which the inmate had residence at the time of commitment. The referral shall be by letter giving a resume of the social data in the institution's records. In addition the letter shall contain the following:
  - a. A statement that the applicant is ready for a leave of absence and whether a guardian has been, or is to be, appointed. (When it is determined that guardianship is necessary the guardian should be appointed before the application is signed.)
  - b. Information as to the home placement which will be available when eligibility for aid is established.
2. The county of residence shall send the application (Form Ag, Bl 200) to the SDMH. The SDMH is responsible for securing a signed, properly acknowledged application (SEE SEC. 201-10, PERSON MAKING APPLICATION). When a guardian has been appointed he shall sign the Form Ag, Bl 200 and a copy of the letters of guardianship shall be sent to the county (SEE SEC. 230-60, GUARDIANSHIP). The application interview is taken by a social worker of the SDMH who transmits the Form Ag, Bl 200 and a record of the interview to the county of residence.

When the applicant has already been given a leave of absence and is living in the county in which he had residence at the time of commitment (SEE SECS. 122-05, COUNTY RESIDENCE, AND 124-35, RESIDENCE WHILE ON PAROLE), application shall be made by him or in OAS, by him or his agent (SEE SEC. 201-12, APPLICATION MADE BY AUTHORIZED REPRESENTATIVE), to the local county welfare department (SEE SEC. 201-05, PLACE OF MAKING APPLICATION). If the applicant has a guardian the application shall be signed by the guardian as indicated in Sec. 230-60, Guardianship. The application shall be processed as any other application and the SDMH does not participate in completion of the application or the investigation.

When an applicant has already been given a leave and is living in a county other than that in which he had legal residence immediately prior to commitment to the institution, the county in which he lives shall accept the application (Form Ag, Bl 200) on behalf of the responsible county. The county in which application is made shall interview the applicant in his home (or elsewhere as provided in Sec. 230-75, Home Visits During Investigation) and give all necessary assistance in the establishment of eligibility. (SEE SEC. 230-85, INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON LEAVE FROM STATE HOSPITALS.) (W&IC 2140, 2160E, 3044, 3075, 3444, 3460)

215-95 (Continued)

215-95

122-65	Removal of Transferred Recipient to a Third County . . . . .	ANC, ANB, APSB, OAS
123-25	Return From Out of State to County Other Than That of Residence After Aid Discontinued . . . . .	ANC, ANB, APSB, OAS
124-07	Absence of Minor From County of Residence. . . . .	ANC, ANB, APSB
125-05	Residence of ANC Child, Application for Aid Filed by Institution . . . . .	ANC
160-00	Provisions of W&IC Regarding Institution Inmates. . . . .	ANC, ANB, APSB, OAS
230-00	Provisions of the W&IC Regarding Investigation and Decision . . . . .	ANC, ANB, APSB, OAS
230-60	Guardianship. . . . .	ANB, APSB, OAS
230-80	Investigation of Applications Made in Private Institution. . . . .	OAS
230-85	Investigation of Applications Made While in or on Leave from State Hospitals. . . . .	ANB, APSB, OAS
230-88	Investigation of Applications Made While on Parole from Prison. . . . .	ANB, APSB, OAS
230-90	Investigation of Application after Discontinuance Due to Employment . . . . .	OAS
250-00	Disposal of Application . . . . .	ANC, ANB, APSB, OAS
250-05	Reporting Action on Application to SDSW . . . . .	ANC, ANB, APSB, OAS
250-10	Reporting Action of the Board of Supervisors to Applicant . . . . .	ANC, ANB, APSB, OAS
326-00	Reapplication for Aid After Denial of Appeal. . . . .	ANB, APSB, OAS
326-10	Appeal from County Inaction . . . . .	ANC, ANB, APSB, OAS
370-00	Transfer of Aid . . . . .	ANC, ANB, APSB, OAS
530-00	Definition of Application . . . . .	ANC, ANB, APSB, OAS
611-50	Beginning Date of Aid - New Application . . .	ANC, ANB, APSB, OAS
611-60	Initial Payments. . . . .	ANC, ANB, APSB, OAS
611-70	Retroactive Initial Payments. . . . .	ANC, ANB, APSB, OAS

215-05 APPLICATION OR RESTORATION AFTER DISCONTINUANCE  
DUE TO EMPLOYMENT  
OAS

215-05

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS within twelve months of the date of discontinuance, such request shall be in writing. If the request is made in person, a signed statement giving the date employment terminates and the statement that he is in need shall be obtained. If the request for restoration of aid is made by letter, the date of the letter shall be considered the date on which the request is signed. (If the letter lacks a date the date of the postmark shall be the date on which the request is signed.)

"Employment" as used in W&IC 2183.9 is defined as any activity undertaken for remuneration either in cash or in kind.

When a former recipient who has not received OAS for twelve months or more, following discontinuance because of employment, requests restoration of aid, a new application (Form Ag 200) shall be signed. (SEE SEC. 202-20, THE APPLICATION FORM.) Opposite Item eight on the application form (Form Ag 200) insert "My employment ceased on \_\_\_\_\_", with the date of cessation. (W&IC 2140, 2183.9)

(SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT.)

215-10 RESTITUTION AND RESTORATION OF AID  
OAS, ANB, APSB, ANC

215-10

Restitution for aid to which a recipient was not entitled or the execution of an agreement to repay the county for such aid shall not be a condition for restoration or continuance of aid to which the recipient is currently eligible. (W&IC 1560, 2140, 3075, 3460)

215-95 OTHER SECTIONS RELATING TO APPLICATIONS  
OAS, ANB, APSB, ANC

215-95

Pertinent information relating to applications other than that included in the Applications Chapter may be found in the following manual sections:

102-70 Applications and Records Shall be  
Confidential. . . . . ANC, ANB, APSB, OAS  
122-50 Removal from County of Residence . . . . . ANC, ANB, APSB, OAS  
122-53) Discontinuance and Restoration of Aid  
122-54) During Transfer Period. . . . . ANC, ANB, APSB, OAS

(Section Continued on Next Page)

230-85 INVESTIGATION OF APPLICATIONS MADE WHILE IN OR ON LEAVE  
FROM STATE HOSPITALS  
OAS, ANB, APSB

230-85

Investigation of applications made by persons about to be given a leave of absence from State hospitals or already on leave therefrom shall be completed within the time limit for the respective category of aid. (W&IC 2181, 2183, 3082, 3460)

The county of residence is responsible for the usual investigation of eligibility and for completion of the Certificate of Verification of Eligibility (Form Ag, Bl 201) and other required forms in accordance with information obtained during the investigation. Action of the board of supervisors shall be secured and the applicant and the SDSW notified, as set forth in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant.

The SDMH assumes full responsibility for the release and the welfare of the patient on leave; will have a guardian of his estate appointed, when indicated (SEE SEC. 230-60, GUARDIANSHIP); will select the home in which the patient on leave is placed; will transfer him to the home; and will give personal supervision in the home. (SEE SECS. 462-00 THROUGH 462-20 FOR FURTHER INFORMATION ON SDMH EXTRAMURAL PROGRAM.)

When additional information is necessary in connection with the application of one who is an inmate of a State hospital but awaiting leave the social worker of the SDMH shall be asked to obtain information from the applicant or to make collateral calls in the county in which the institution is located.

When the applicant is in a State hospital awaiting leave and the investigation indicates eligibility, the county of residence shall, just prior to board of supervisors' action, write to the State hospital for verification of the fact that a plan has been completed for the applicant to leave the institution as soon as aid is granted. (SEE SEC. 202-55, APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL.) The following procedure is then applicable:

1. Immediately after action by the board of supervisors, the State hospital from which the applicant is to be given a leave of absence shall be notified. If aid is approved, the notification shall be accompanied by three copies of Form Ag, Bl 235, Certification From State Department of Mental Hygiene of Applicant's Release from State Hospital, to be completed by the SDMH. (SEE FORM AG, BL 235 IN SEC. 612-99, PAYMENT OF AID FORMS.)
2. Upon release of the patient on leave from the hospital two copies of the completed Form Ag, Bl 235 shall be returned to the county of residence.
3. On receipt of Form Ag, Bl 235 giving the date on which the applicant was released from the State hospital, the applicant's warrant is mailed to him if he has no guardian, or to the guardian, if a guardian of the estate, or of the person and estate has been appointed. One copy of the completed Form Ag, Bl 235 shall be forwarded to the SDSW.

(Section Continued on Next Page)

230-60 (Continued)

230-60

Aid shall not be granted to a ward when the guardian of his estate is an employee of the county welfare department. Aid may be granted to a ward whose guardian of the estate is an employee of the SDMH provided the ward is otherwise eligible. (There is no Federal participation in such aid.) (W&IC 2140, 3075, 3460; FSSB)

See Secs. 462-00 et seq., the Extramural Program of the State Department of Mental Hygiene and 462-50, Guardianship of the State Department of Mental Hygiene.

230-75 HOME VISITS DURING INVESTIGATION  
OAS, ANB, APSB, ANC

230-75

A home visit shall be made during the investigation of the application when there are reasonably adequate public transportation facilities available to the home. When, due to travel restrictions, a home visit cannot be made, an interview shall be held elsewhere with the applicant and his living arrangements as reported by him shall be recorded. The case record shall set forth the conditions which made a home visit impossible. When an applicant is bedridden, a home visit is necessary.

When a home visit is made in ANC, the family's living arrangements and standards should be ascertained by observing the physical aspects of the home, housekeeping standards, household management, and family's cultural or recreational interests and activities. (W&IC 1560, 2140, 3075, 3460)

230-80 INVESTIGATION OF APPLICATIONS MADE IN PRIVATE INSTITUTIONS  
OAS

230-80

When an applicant resides in a home or institution maintained by any fraternal, benevolent or other non-profit organization in a county in which he does not have residence, the county in which the institution is located shall accept the application on behalf of the responsible county. The applicant shall be interviewed and other assistance given the responsible county by the forwarding of available proof relating to age, citizenship, residence, or other points of eligibility, together with a list of the names and addresses of responsible relatives, and the application, (Form Ag 200) to the county of residence. When the institution's records show the applicant to have invested in property while he was an inmate, a property search shall be made in the county in which the institution is located, and a report of the search shall also be forwarded to the responsible county.

The county of residence is responsible for assembling all information pertinent to eligibility and for preparation of the Certificate of Eligibility, (Form Ag 201). Action of the board of supervisors shall be secured and the applicant and SDSW notified as set forth in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant. (W&IC 2140, 2160.5)

230-88 (Continued)

230-88

plication and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county.

The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Form Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

Action of the board of supervisors shall be secured and the applicant and SDSW notified as provided in Secs. 250-00, Disposal of Applications, 250-05, Reporting Action on Application to SDSW, and 250-10, Reporting Action of the Board of Supervisors to Applicant. (W&IC 2140, 3075, 3460; AGO NS5624)

**230-90 INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE  
DUE TO EMPLOYMENT**

230-90

OAS

When aid was discontinued because of employment, as covered in Sec. 215-05, Application or Restoration after Discontinuance Due to Employment, the county shall have a period of thirty days after the date of reapplication within which to determine eligibility for aid. (SEE SEC. 611-55, BEGINNING DATE OF AID-RESTORATIONS.) When the investigation is not completed at the end of the thirty-day period, the investigation shall continue until completed. After eligibility is established, aid shall begin as of the first day of the month in which the thirty-day period ended, if eligibility existed on that date.

When a former recipient, whose aid was discontinued because of income from employment, requests restoration of OAS in another county of residence than that in which aid was discontinued, a new application (Form Ag 200) shall be signed and the county shall have the sixty-day period of investigation in which to determine eligibility as in other new applications.

Income received by the applicant subsequent to the date of the request for restoration of aid shall be considered in determining the amount of aid payable. (W&IC 2020, 2140, 2183.9)

See Secs. 611-50, Beginning Date of Aid, New Applications; 215-00, Restoration of aid; 362-30, Reporting Reason for Change on Notice of Change; 250-05, Reporting Action on Application to SDSW; 611-70, Retroactive Initial Payments.

**231-00 AGE VERIFICATION**  
OAS, ANB, APSB

231-00

The county shall secure verification that the applicant for OAS has, or has not, reached the age of 65. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing verification of age in accord with the provisions of the Age Chapter, 105-00.

(Section Continued on Next Page)

230-85 (Continued)

230-85

(SEE SEC. 610-75, PAYMENTS TO PATIENTS ON LEAVE FROM STATE HOSPITALS.)

When the applicant on leave is living in a county other than the county of residence, the county of physical presence shall give the county of residence necessary assistance in securing the information essential to the establishment of eligibility. (SEE SEC. 202-55, APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL.) This includes forwarding the completed application and other documents which require the applicant's signature, all available proof relating to age, citizenship, blindness, or other points of eligibility, and a list of the names and addresses of responsible relatives. When the information secured from the applicant indicates that he has, or has had, real or personal property holdings in the county where he is living, the required property search and the necessary determination of the value of personal property holdings shall be made and forwarded to the responsible county. The county of legal residence is responsible for assembling all information pertinent to eligibility prior to preparation of the Certificate of Verification of Eligibility (Form Ag, Bl, 201), and for the payment of any fees required in connection with the determination of eligibility; for example, an eye examination fee for an ANB or APSB applicant.

When the applicant on leave is living in the county in which he has the required period of residence, the application shall be processed by that county in the same manner as an application from any other resident of the county. (W&IC 2140, 3075, 3460)

230-88 INVESTIGATION OF APPLICATIONS MADE WHILE ON PAROLE FROM PRISON  
OAS, ANB, APSB

230-88

When a parolee from a State or Federal prison lives in the county in which he had legal residence immediately prior to commitment to the institution and applies for aid in that county, the application shall be taken and the usual investigation of eligibility completed. For a statement regarding residence of parolees from prison see Sec. 124-35, Residence While on Parole. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES AND PAROLEES.)

When a parolee from a State or Federal prison lives in a county other than that in which he had legal residence immediately prior to commitment to the institution, the county in which he lives shall accept the application (Form Ag, Bl, 200) on behalf of the responsible county. The county in which application is made shall interview the applicant in his home (or elsewhere as provided in Sec. 230-75, Home Visits During Investigation) and give all necessary assistance in the establishment of eligibility. This includes forwarding the completed ap-

(Section Continued on Next Page)

231-50 (Continued)

231-50

Information regarding citizenship shall be retained in the county case record. The record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as naturalization certificates or other documents of personal value to the individual should remain in his possession. (SEE SEC. 236-00, SUMMARY OF REVIEW OF DOCUMENTARY EVIDENCE.) (W&IC 2140, 2160)

**232-00 NON-COUNTY RESIDENCE PROCEDURE**  
OAS, ANB, APSB

232-00

Except as investigation of eligibility relates to residence, applications involving non-county aid are handled in exactly the same manner as those in which the county participates in the payment of aid. (SEE SEC. 122-15, NON-COUNTY RESIDENCE.)

The county shall determine when aid is to be paid on a non-county basis by obtaining the following:

1. Evidence of applicant's State residence; in ANB and APSB two completed Affidavits of Residence (Form Bl 221). (SEE SEC. 129-00, DETERMINATION OF STATE AND COUNTY RESIDENCE.)
2. Applicant's Affidavit of Intent As to Residence (Form Ag, Bl 204).
3. Verification of date applicant established residence in present county.
4. Verification of date residence in county of application was lost if applicant formerly had residence in present county.

Original or certified copies of the foregoing shall be submitted to the SDSW with Application (Form Ag, Bl 200) when aid is to be paid on a non-county basis, and exact copies shall be retained in the county case record. (W&IC 2140, 2160, 3025, 3420, 3432, 3460)

**232-05 APPLICANT'S AFFIDAVIT OF INTENT AS TO RESIDENCE IN NON-COUNTY CASES**  
OAS, ANB, APSB

The Applicant's Affidavit of Intent as to Residence (Form Ag, Bl 204) shall be completed for every application recommended for non-county aid. Ordinarily the form is completed at the time the application is signed.

The applicant certifies to the date on which he came to the county of application and the date on which by intent he established a residence therein. The applicant also reports as accurately as possible his whereabouts for the past three years immediately preceding the date of application and reason for each removal. If this report shows that the applicant formerly lived in the county in which the application is made, determination shall be made as to whether this residence has been lost. There may be instances when the history of the applicant's residence over a longer period must be secured but, generally, a record of his whereabouts for the past three years is sufficient. (W&IC 2140, 3075, 3460)

231-00 (Continued)

231-00

If an applicant for ANB or APSB is 21 years of age or over, the applicant's sworn statement as it appears on the Application (Form B1 200) is considered sufficient evidence of age if corroborated by county worker's statement based upon observation of the applicant. (SEE SEC. 106-05, PROOF OF AGE REQUIRED IN ANB AND APSB.)

All proof of age obtained by the county or information regarding age taken from documents which are returned to the applicant shall be retained in the county record, and the record shall show that any conflicts which appear in the various pieces of evidence have been reconciled. Original documents such as birth or baptismal certificate or other documents of personal value to the individual should remain in his possession. (SEE SECS. 236-00, INSTRUCTIONS FOR SUMMARY OF INFORMATION FROM REVIEW OF DOCUMENTARY EVIDENCE, AND 231-10, INSTRUCTIONS FOR EVIDENCE OF AGE FORM.) (W&IC 2140, 3075, 3460)

231-05 VERIFICATION OF AGE AND BIRTH  
ANC

231-05

The Age Chapter, 105-00, lists acceptable evidence of age and birth in ANC.

Birth certificate or verification from a state bureau of vital statistics or county recorders, or baptismal certificate are preferred types of birth evidence.

When birth is not verified by a preferred type of evidence, the case record shall show the efforts made by the county to secure such evidence. (W&IC 1522, 1560)

231-10 INSTRUCTIONS FOR EVIDENCE OF AGE FORM  
ANB, A PSB

231-10

Summary of Evidence of Age (Form B1 203) shall be used when the county record does not contain the original age evidence which is required when the applicant states he is less than 21 years of age. (SEE SEC. 106-05, PROOF OF AGE REQUIRED IN ANB AND APSB.) Original documents, such as birth or baptismal certificates or other documents of personal value to the individual should remain in his possession.

The nature and date of the original evidence and the place where it may be reviewed shall be recorded on Form B1 203. Under "Evidence is in possession of" give permanent location of the evidence, including address of the person who has it. The county worker who reviewed the evidence shall sign and date the form. (W&IC 3040, 3041, 3075, 3430, 3431, 3460)

231-50 CITIZENSHIP VERIFICATION  
OAS

231-50

The county shall ascertain the citizenship status of the applicant for OAS in accordance with the provisions of the Citizenship Chapter, 112-00. It is the responsibility of the applicant in so far as he is able, to give information to assist the county in securing such verification.

(Section Continued on Next Page)

325-40 INVESTIGATION OF APPEAL AND PREPARATION OF BRIEF  
OAS, AND, APSE, ANC

325-40

After an appeal has been filed, a representative of the SDSW conducts a complete, impartial investigation. The county's position in the matter is obtained through a discussion and a review of the case record. The appellant's situation and contention is determined by an interview with him. Points of eligibility on which there is no disagreement between the appellant and the county are noted for inclusion in the brief but the county's prior investigation, if adequate, is not duplicated.

The point or points on which there is disagreement or a difference in interpretation between the parties concerned are investigated thoroughly, starting with the information already verified and proceeding further in order to verify, if possible, the contentions of the appellant and/or the county. The purpose of the investigation is to secure for the consideration of the SSWB all available information and evidence in the case with particular emphasis on the point or points on which there is disagreement.

A brief of the findings secured through all sources is then prepared for presentation to the SSWB. The brief contains a resume of the facts agreed to by both parties; a statement (in writing and signed, if possible) of each party's contention on the point or points at issue; all pertinent facts discovered in the investigation; citations from the law; Attorney General's Opinions, and the SDSW rules and regulations pertaining to the point at issue.

There are three exceptions to the above procedure:

1. In an appeal on the degree of blindness, only medical evidence of that point is presented.
2. In an appeal when the county refuses to accept an application the evidence presented covers:
  - (a) Appellant's attempt to apply for aid;
  - (b) The county's refusal to receive application with reason for such refusal;
  - (c) The point or points of eligibility concerned.
3. When the subject matter of appeals is outside the jurisdiction of the SSWB, as in appeals relating to (1) county indigent aid or other county programs exclusively, or (2) when the entire period is barred by the Statute of Limitations as defined in Welfare and Institutions Code, Section 104.5, the SDSW may present such appeals to the SSWB for disposition with only the necessary information to determine the nature of such appeal.

Investigation of the appeal and preparation of the brief should be carried out as expeditiously as possible. Not more than 90 days should elapse between the date the appellant files a petition for a fair hearing and the date of the fair hearing before the SSWB. (W&IC 1560, 2140, 3075, 3460)

**325-25 FAIR HEARING--DEFINITION**  
OAS, ANB, APSB, ANC**325-25**

The fair hearing is the proceeding in which the SSWB hears and weighs all evidence and arguments concerning the point at issue and any other pertinent information presented by the parties concerned and the independent SDSW investigation. (W&IC 1551, 1560, 2140, 3075, 3460)

**325-35 COMPLAINTS**  
OAS, ANB, APSB, ANC**325-35**

A complaint expressed by letter or in person to the SDSW is usually the first indication of dissatisfaction by an applicant for or a recipient of aid. A complaint may originate from a lack of knowledge or a misunderstanding of the provisions of the law. It may arise from disagreement regarding points of eligibility or it may represent dissatisfaction with the county's action or inaction. Dissatisfaction resulting in a complaint may arise over (1) denial of application, (2) delay in approval of application, (3) beginning date of aid, (4) amount of the grant, (5) determination of chapter under which aid (ANB or APSB) is granted, (6) discontinuance, or (7) any other matter which concerns an application for aid.

The SDSW may adjust a complaint through interpretation of the situation to the complainant on the basis of the law, or rules and regulations. An adjustment may be made by the county after further discussion with the complainant or consultation with SDSW representative. If the complainant remains dissatisfied, his complaint then becomes an appeal. (W&IC 1560, 2140, 3075, 3460)

**325-50 APPEAL HEARING --TIME, PLACE AND ATTENDANCE**  
**OAS, ANB, APSB, ANC****325-50**

Appeals are heard at the regular monthly meetings of the SSWB. Such meetings are held in various major cities for the convenience of persons who desire to appear before the SSWB. The number of appeals and their urgency in any particular locality may be called to the attention of the SSWB for the determination of the date and place of a meeting.

The appeal is heard by the SSWB only when both appellant and county have been duly notified. Notices of date and place of the hearing are mailed by the SDSW to the chairman of the county board of supervisors, the county welfare department and the appellant, by registered mail (return receipt requested) in time to be received ten days prior to the hearing. With the notification to appellant and county welfare department is sent a copy of the appeal brief as prepared for the SSWB. The appellant is also advised of date and place of the next regular monthly SSWB meeting so that he may request a postponement if his attendance at a subsequent meeting can be more conveniently arranged.

Action upon an appeal may be taken only when four of the seven members of the SSWB (a quorum) are present. The appellant may appear in person, with or without counsel, or may be represented by counsel or by an authorized representative. The appellant or authorized representative may present such evidence, documents, witnesses, or such other assistance as he deems necessary. Such presence or representation by the appellant is not required. County representatives may attend if they so desire.

All hearings on appeals are held in open session of the SSWB unless the appellant makes written request for a private hearing prior to the SSWB meeting, or makes such a request at the meeting.

After an appeal hearing is scheduled, an appellant and/or county may, by writing to SDSW, request postponement of the hearing. The SDSW then notifies the other party to the appeal of the request and asks that assent or dissent be indicated in writing. The request for postponement and the reply of other party are presented to the SSWB for appropriate action at the meeting for which the hearing was originally scheduled. (W&IC 1560, 2140, 3075, 3460)

**325-42 STIPULATED APPEALS  
OAS, ANB, ABSB, ANC**

325-42

An appeal for retroactive aid in which the appellant, the county, and the SDSW all agree as to the facts and recommendations, is called a "stipulated appeal". In such appeals the county may initiate the action on behalf of the recipient (or the child/children in ANC) or join with him in the action.

Investigation of a stipulated appeal by the SDSW consists of (1) a review of the county record, (2) a determination of income during the period involved (this necessitates an interview with the appellant), and (3) a determination of the amount of retroactive aid allowable month by month to determine whether the SDSW concurs in the county's recommendation. If the county recommends that the appeal be adjusted by payment of retroactive aid, and if the SDSW concurs in this recommendation, the appellant will be requested to withdraw his appeal after the retroactive aid has been paid.

The county's recommendation regarding the amount of retroactive aid allowable shall be submitted in writing. Petition for an appeal (Form Gen M116), or a similar form may be used carrying the signatures of both the appellant and the county representative. (W&IC 1560, 2140, 3075, 3460)

If the SDSW does not concur in the recommendation for payment of retroactive aid, the case will be set for a hearing before the SSWB.

**325-45 ADJUSTMENT OR WITHDRAWAL OF APPEAL BEFORE STATE SOCIAL WELFARE  
BOARD HEARING  
OAS, ANB, APSB, ANC**

325-45

During the course of the SDSW's investigation the county may reconsider its former action and on the basis of additional information or interpretation may make an adjustment satisfactory to the appellant. When the appellant withdraws his appeal in anticipation of county's agreement to make or adjust a grant of aid, the appeal is not considered finally adjusted until the action or change agreed upon is actually effectuated by board of supervisors' action. If the county adjustment is delayed beyond a reasonable period the SDSW may reopen its investigation to determine if basis for the appeal continues to exist.

The appellant may withdraw his request for an appeal because the county agrees to make an adjustment or because he decides not to continue the appeal. The appellant indicates his desire to withdraw the appeal by signing a form devised for that purpose by SDSW (Form Gen M29) or by advising the SDSW in writing. (SEE FORM GEN M29 IN SEC. 330-99)

An appeal which is not withdrawn in writing, may be removed from the docket only by action of the SSWB; i.e., either by hearing the appeal and rendering a decision or by dismissal. (W&IC 1560, 2140, 3075, 3460)

**353-00 OTHER REINVESTIGATIONS**  
OAS, ANB, APSB, ANC

353-00

Upon receipt of a report of an alleged resource or other unverified information which raises question regarding a recipient's or in ANC, a parent's or child's continued eligibility, appropriate investigation shall be initiated promptly. A sustained effort shall be made to complete the investigation within the first month following that in which the report causing the investigation is received. (W&IC 1560, 2140, 3075, 3460)

**353-05 REPORT REQUIRED OF RECIPIENT WHO LEAVES STATE**  
OAS, ANB, APSB, ANC

353-05

A recipient of OAS, ANB, or APSB who plans to go or goes to another state and whose aid continues beyond the second month following departure due to "unusual circumstances," shall report before leaving, or not later than two months after departure, his intent with regard to residence. (SEE SEC. 123-05, CONTINUANCE OF AID WHILE RECIPIENT ABSENT FROM STATE.) He shall also report his living arrangements in the new locality, any change in his income because of the change in living plan, and the contribution, if any, required to cover his share of expense in the household.

When a child receiving ANC accompanies his parent to another state and aid continues beyond the second month following departure, the parent shall comply with these requirements.

In ANC, arrangements shall be made periodically with the welfare department in the locality where the child is living, to contact the recipient to determine that the child is receiving adequate care.

When warrants are mailed out of the State on a continuing basis, the county may verify the whereabouts of the recipients by forwarding occasional warrants by registered mail with a return receipt requested. (SEE SECs. 123-20, RETURN FROM OUT OF STATE TO COUNTY OF RESIDENCE AFTER AID DISCONTINUED, AND 123-50, LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID.) (W&IC 1560, 2140, 3075, 3460)

**353-20 CHANGES IN AID FOLLOWING REINVESTIGATION**  
OAS, ANB, APSB, ANC

353-20

When a reinvestigation, either annual or otherwise, indicated a change in the amount of the grant, such change shall be made as soon as administratively possible. A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW not later than 15 days after action by the board of supervisors. (SEE SECs. 360-25, REASONS FOR CHANGES IN AMOUNT OF AID, AND 362-25, CHANGE IN NEED OR INCOME--NO CHANGE IN GRANT.) (W&IC 1560, 2140, 3075, 3460)

352-20 RECORDING OF REINVESTIGATION IN ANB AND APSB  
ANB, APSB

352-20

The results of reinvestigation shall be recorded under County Report of Eligibility Reinvestigation on the reverse of Affirmation of Eligibility (Form B1 206) or elsewhere in the case record. If the latter, reference shall be made on the reverse of Form B1 206 to the location of the material in the case record. Instructions for completion of items follow:

Items 1, 7, 8, 9, and 10 of Form B1 206 are self-explanatory.

Item 2. Real property--When circumstances require real property reinvestigation (SEE SEC. 351-15, REINVESTIGATION OF REAL PROPERTY), enter dates of verification and findings here or indicate where such material may be found in the case record.

Item 3. Personal property--When personal property reinvestigation is required by circumstances (SEE SEC. 351-20, REINVESTIGATION OF PERSONAL PROPERTY), record dates of verification and findings here or indicate where such material may be found in the case record.

Item 4. Income--Enter all income with verification and source. Under source of "Income" record "Home owned", for every recipient who lives in a home owned outright or in which he has an interest. Record value of use and occupancy as computed in accordance with rules and regulations of SDSW. When there is no net value of use and occupancy, write "none". For APSB enter "Exempt Income" or "Non-exempt Income," according to provisions of law, with verification and source.

Item 5. Need in excess of \$60 per month--In ANB when aid in excess of \$60 is established, enter the nature of the need which is in excess of \$60 per month with verification of need and amount of same.

Item 6. APSB--Plan for self-support--When aid is granted under APSB Law, verification of the plan of self-support with date and source of information shall be included on the reverse of Form B1 206. (SEE SEC. 351-55, REDETERMINATION OF ELIGIBILITY UNDER ANB AND APSB PROGRAM.)

The date at the bottom of the form is the date the worker completed the reverse of Form B1 206. (W&IC 3075, 3460)

352-25 NOTIFICATION TO SDSW OF COMPLETION OF REINVESTIGATIONS  
OAS, ANB, APSB, ANC

352-25

The reinvestigation completed by the county each month shall be reported in accordance with the provisions of Sec. 565-00, Instructions for Preparation of Monthly Report on Reinvestigations.

The date reinvestigation was completed is defined as the month in which the county worker and/or the case supervisor or county welfare director (dependent upon county discretion in determining when the reinvestigation is "completed") signed the reverse of the completed Affirmation of Eligibility (Form Ag, B1, CA 206). (W&IC 1560, 2140, 3075, 3460)

360-10 PROVISIONS OF LAW FOR CHANGES IN AID  
ANC

360-10

The county may cancel, suspend, or revoke aid under ANC Law for cause. Upon instructions from the SDSW the county shall cancel, suspend, or revoke aid under this law. Upon request of the SDSW an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension and show county action approving the suspension. (W&IC 1552.5, 1560)

360-25 REASON FOR CHANGES IN AMOUNT OF AID  
OAS, ANB, APSB, ANC

360-25

Because aid is granted on the basis of need and an individual's need is subject to change, a method of adjusting the grant is necessary. The Notice of Change (Form Ag, Bl. CA 232) is used by the county to inform the SDSW of an increase, decrease, discontinuance, or restoration of aid, and for other special purposes in ANC. (SEE FORM AG, BL CA 232, IN SEC. 365-99, FORMS USED IN CHANGES OF AID.)

Discontinuance of aid or a change in the amount of the grant of aid is made when the facts support such action. In OAS, ANB, and APSB the recipient whose eligibility to receive aid continues should be assured of regular and continuous payment subject to increase or decrease only as a change in his circumstances makes an adjustment in the grant necessary in order to bring it into accord with the provisions and rulings of the respective category of aid. In ANC this applies to the child for whom aid is paid. (W&IC 1560, 2140, 3075, 3089, 3460)

360-00 CHANGES IN AMOUNT OF AID IN OAS  
OAS

360-00

The county shall annually or oftener investigate the recipient's eligibility to continue to receive OAS. The amount of aid shall be changed or aid shall be discontinued if the county finds that the recipient's circumstances have changed sufficiently to warrant such action.

The clerk of the board of supervisors of each county shall report monthly to the SDSW, in such manner and form as the latter may prescribe, the grants of aid which are changed or revoked. (SEE SEC. 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT.)

The county may, for cause, and upon instructions so to do by the SDSW shall cancel, suspend or revoke aid. Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension and show county action approving the suspension. (SEE SECS. 361-30, SUSPENSION PROCEDURE, AND 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID.)

If at any time the SDSW has reason to believe that OAS has been obtained improperly, it shall cause special inquiry to be made and may suspend payment of any installment pending the inquiry. It shall notify the county of such suspension. If it appears upon inquiry that aid was obtained improperly, it shall be canceled by the SDSW; but if it appears that aid was obtained properly, the suspended payments shall be payable. (W&IC 2140, 2184, 2189, 2220, 2220.5, 2221)

360-05 PROVISIONS OF LAW FOR CHANGES IN AID  
ANB, APSB

360-05

The county may, for cause, and upon instructions so to do by the SDSW shall cancel, suspend or revoke aid. Upon request of the SDSW, an immediate report of every suspension of aid shall be made. Such report shall state the reason for the suspension and show county action approving the suspension.

If at any time the SDSW has reason to believe that ANB or APSB has been obtained improperly, it shall cause special inquiry to be made and may suspend payment for any installment pending the inquiry. If it appears upon inquiry that the aid has been obtained improperly, it shall be canceled by the SDSW; and if it appears that aid was obtained properly, the suspended payment shall be payable. (W&IC 3075, 3078, 3078.5, 3460)

361-10 (Continued)

361-10

When income which should have been considered in determining the grant of aid is discovered too late to adjust the grant effective not later than the second month following that in which the income was received, and the delay in discovering the income was caused by actual or constructive fraud on the part of the recipient, the recipient shall be requested to repay the county from resources he may have other than income including the grant to which he is currently eligible.

When the exact amount of income for a given month is definitely known sufficiently in advance, any necessary adjustment of the grant shall be made for the month in which such income is expected to be received.

**EXAMPLE B:** THE COUNTY DETERMINES ON OCTOBER 15, THAT AN OAS RECIPIENT WILL RECEIVE ON NOVEMBER 10 HIS FIRST \$20 MONTHLY PAYMENT FROM AN ANNUITY. THE INCOME PLUS THE CURRENT GRANT WILL EXCEED HIS TOTAL NEED. THE GRANT, THEREFORE, WILL BE ADJUSTED EFFECTIVE NOVEMBER 1.

When the total income for a given month can be determined only during the month in which it is received, or during the subsequent month, any necessary adjustment of the grant shall become effective not later than the second month subsequent to that in which it is received.

**EXAMPLE C:** IT IS KNOWN THAT AN ANB RECIPIENT'S INITIAL PAYMENT FROM AN ANNUITY WILL BE RECEIVED IN OCTOBER, BUT IT IS NOT UNTIL RECEIPT OF THE ANNUITY CHECK THAT THE AMOUNT THEREOF IS KNOWN. ANY NECESSARY ADJUSTMENT IN THE GRANT OF AID SHALL BE MADE EFFECTIVE NOVEMBER 1, IF POSSIBLE, BUT NOT LATER THAN DECEMBER 1.

In OAS and ANB when the current income is irregular and cannot be foretold, but is determined not to be casual income, collection may be made from the recipient within the time limits set forth above, to the extent of the aid paid to which he was not entitled by reason of receipt of the income.

**EXAMPLE D:** THE COUNTY ASCERTAINS THAT A SINGLE OAS RECIPIENT RECEIVING \$50 AID HAD EMPLOYMENT, RECEIVING COMMISSIONS FOR HIS SERVICES. THE RECIPIENT ON OCTOBER 15 WAS PAID \$35 WHICH REPRESENTED NET INCOME.

ADJUSTMENT, IF THE INCOME PLUS THE CURRENT GRANT EXCEEDS TOTAL NEED, MAY BE MADE IN EITHER OF TWO WAYS, I.E.:

- (1) REDUCE AID EFFECTIVE NOVEMBER 1 OR NOT LATER THAN DECEMBER 1; OR
- (2) REPAYMENT BY THE RECIPIENT OF \$35 IN NOVEMBER OR DECEMBER. SUCH CASH ADJUSTMENT TO BE REPORTED TO THE SDSW IN THE USUAL MANNER.

(Section Continued on Next Page)

361-00 INCREASE IN AMOUNT OF AID  
OAS, ANB, APSB

361-00

The grant of aid shall be increased as soon as administratively possible when a decrease in the income causes the amount of the grant together with income to fall below the amount to which the recipient is entitled under the provisions of the law for the particular category of aid.

In OAS and ANB when monthly interest payments in decreasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grant.

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period, for which the average was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant. (W&C 1560, 2140, 3075, 3460)

361-10 DECREASE IN GRANT  
OAS, ANB, APSB

361-10

When an increase in the income of the recipient causes the amount of the grant together with the income to exceed the provisions of the law for the particular category of aid, the grant shall be decreased as soon as administratively possible, but shall be effective not later than the second month following that in which the income is received. The adjusted grant shall take into consideration all known deductible income received during the current income period.

EXAMPLE A: ON OCTOBER 10 THE COUNTY DISCOVERS THAT AN OAS RECIPIENT SECURED STEADY WORK EARNING \$15 IN SEPTEMBER AND THEREAFTER. TOTAL NEED IN SEPTEMBER AND OCTOBER WAS \$55. THE RECIPIENT WAS ELIGIBLE IN SEPTEMBER AND OCTOBER TO \$40 (\$55 LESS \$15) BUT RECEIVED \$50, RESULTING IN \$20 OVERPAYMENT FOR THESE MONTHS. EFFECTIVE NOVEMBER 1, TOTAL NEED IS \$70 AND INCOME CONTINUES AT \$15. AID IS REDUCED TO \$35 (\$70 LESS \$20 OVERPAYMENT IN SEPTEMBER AND OCTOBER, AND \$15 INCOME IN NOVEMBER).

A reduction in the grant (or a cash adjustment by means of a refund from the recipient's current income including the grant to which the recipient is currently eligible) shall not be made because of income received prior to the second month preceding the current month.

(Section Continued on Next Page)

**361-15 ADJUSTMENT IN AMOUNT OF GRANT**  
**APSB**

**361-15**

Adjustment in the grant of aid shall be made when the annual income of the recipient from exempt sources (SEE SEC. 151-30, DEFINITION OF EXEMPT INCOME, APSB) exceeds \$800 within a one-year period.

When the income for a given year or for any number of months thereof can be determined before the close of said yearly period, any necessary adjustment of the grant shall be made for the month in which the income exceeds the \$800 annual allowable exempt income, but shall not be made later than the second month following that in which the income exceeds the maximum allowed. When the excess income is larger than the grant of aid for the month, discontinuance of aid for the month adjusts for the excess income. (SEE SEC. 157-15, METHOD FOR DETERMINING THE AMOUNT OF GRANT IN APSB)

When the income for a given year can be determined only after the close of said yearly period an adjustment as indicated above shall be made as soon as administratively possible, but shall be effective not later than the second month following that in which the income exceeds the maximum allowed.

When income which should have been considered in determining the grant of aid is discovered too late to adjust the grant effective not later than the second month following that in which the income was received, the recipient shall be requested to reimburse the county from resources he may have other than the income including the grant to which he is currently eligible. The reimbursement requested shall not exceed the amount of aid paid to which the recipient was ineligible. (SEE SEC. 361-50, DISCONTINUANCE OF AID, AND SEC. 670-85, OVERPAYMENT CAUSED BY INCOME.)

The following rule determines the yearly periods, in each of which the exemption of income to the extent of \$800 a year is allowed:

The first one year period begins as of the first of the month in which payment of APSB begins (unless a yearly income period had previously been established) and includes such first month together with the eleven subsequent months. The next succeeding yearly period begins on the first day of the thirteenth month on aid and covers the thirteenth to twenty-fourth months, inclusive, etc. In any case in which aid has been discontinued for more than one year, the yearly income period begins with the first of the month in which APSB begins on reapplication. (SEE SEC. 210-00, REAPPLICATIONS, AND SEC. 200-25, WHEN APPLICATION SHOULD BE TAKEN.) (W&IC 3460, 3472)

**361-20 RESTORATION**  
**OAS, ANB, APSB, ANC**

**361-20**

For principles and methods of restoring aid, including the use of the Notice of Change (Form Ag, Bl, CA 232), see Sec. 215-00, Restoration of Aid.

361-10 (Continued)

361-10

In CAS and ANB when monthly interest payments in increasing amounts (which have not been determined an inconsequential resource) are received, either of the two following methods may be used for adjusting the grants:

- (1) The total amount of income from this source may be determined for each three-month period. Any necessary adjustment in the grant may be made in the first or not later than the second month following the end of the three-month period for which the amount was determined.
- (2) The total amount of income from this source may be determined for the ensuing twelve-month period and the monthly average thereof taken into consideration in making any necessary adjustment in the monthly grant.

When it is discovered that a recipient received aid while possessed of property in excess of the legal limitations and it is determined that the recipient did not commit actual fraud, the grant shall be adjusted by deducting from the grant to which he would otherwise be eligible the largest amount by which his property exceeded the legal limitation, or the amount of aid he received, whichever is the lesser, provided the adjustment can be made effective for a month not later than the second month following the month during which the recipient received aid while possessed of excess property. (SEE SEC. 670-80, OVERPAYMENTS CAUSED BY POSSESSION OF EXCESS PROPERTY.) When the discovery of the excess property occurs too late to make the adjustment effective during this time limit, the right exists to request repayment under Secs. 670-80, and 671-20. (W&IC 2020, 2140, 3075, 3084, 3460, 3472)

**EXAMPLE E:** DURING NOVEMBER COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO ANB ON OCTOBER 1, 1945, AS TOTAL VALUE OF HIS CASH AND SECURITIES WAS \$627. THIS VALUE REMAINED THE SAME ON NOVEMBER 1, 1945, BUT DURING NOVEMBER WAS REDUCED WITHIN THE AMOUNT ALLOWABLE. RECIPIENT'S REGULAR MONTHLY INCOME WAS \$15, TOTAL NEED IN OCTOBER AND NOVEMBER \$80, AND HE RECEIVED THE MAXIMUM GRANT OF \$60. ALTHOUGH RECIPIENT WAS INELIGIBLE IN BOTH OCTOBER AND NOVEMBER, THE OVERPAYMENT WAS DUE TO CONSTRUCTIVE FRAUD AND ADJUSTMENT IS IN ORDER FOR THE EXCESS OF \$27. ON THE BASIS OF INCOME ALONE RECIPIENT IS ENTITLED TO \$60 ANB. SINCE THE EXCESS PROPERTY IS NOT APPLICABLE TOWARD UNMET NEED, IT IS DEDUCTED FROM THE GRANT TO WHICH HE WOULD OTHERWISE BE ELIGIBLE. THE GRANT FOR DECEMBER IS, THEREFORE, \$33 (\$60 LESS \$27 EXCESS PROPERTY).

Ineligibility to aid due to a change in the recipient's circumstances is sometimes discovered too late to effect an immediate discontinuance of aid, with a resulting overpayment. If, at the time such ineligibility is discovered the recipient is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment is not more than two months subsequent to the month of ineligibility. When the amount of overpayment is less than the amount of the grant to which the recipient would otherwise be eligible in the month of adjustment the grant shall be decreased by the amount of the overpayment.

(When the amount of overpayment equals or exceeds the grant to which the recipient would otherwise be eligible in the month of adjustment, aid shall be discontinued. See Sec. 361-50, Discontinuance of Aid.)

361-25 (Continued)

361-25

5. When an award has been made and remains in effect, but payment of aid is suspended as provided in Sec. 361-30, Suspension Procedure, and subsequently eligibility to the suspended warrants is established.
6. When a warrant is returned to the county auditor's office because of a change in the address of the recipient such warrant shall be transmitted to the recipient's new address as soon as possible in the current or within the two subsequent months following that for which the warrant was issued. (SEE SEC. 610-20, TIME OF PAYMENT)
7. When aid is continuous and there is a change of payee, the warrant shall be delivered to the new payee as soon as possible in the current or within the two subsequent months following that for which aid is granted.
8. When, in a transferred case, the second county fails to begin aid on the date due. To avoid interruption in receipt of aid the second county shall pay retroactive aid. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)
9. When the board of supervisors rescinds and/or corrects its previous action. In these cases retroactive aid shall be paid under the following circumstances and limitations:
  - a. Rescission of denial action on an application (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN). The rescinding action must be taken within one year from the date of the action which is being rescinded, and the date of the original application governs the date when aid will begin. (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.)
  - b. Rescission of an erroneous action discontinuing aid. The rescinding action must be taken within one year from the date of the action which is being rescinded.

(Section Continued on Next Page)

**361-25 RETROACTIVE AID PAYMENTS BY COUNTY**  
**OAS, ANB, APSB, ANC****361-25**

Retroactive aid means aid paid in a subsequent month for some preceding month or months. All payments of aid shall be made within the month for which aid is granted (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS) except that retroactive aid shall be paid by the county in the following types of situations (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS):

1. When retroactive aid is granted upon appeal to the SSWB (SEE SEC. 325-75, RETROACTIVE AID).
2. When retroactive initial payments are due because the investigation exceeded the period allowed by law for the particular category of aid as described in Sec. 611-70, Retroactive Initial Payments. The action of the board of supervisors may be an original action on the application (FOR EXAMPLES SEE SEC. 611-70, EXAMPLES C, D AND E), or it may be a subsequent action to correct the original action where it is found that the beginning date originally established was not in accord with the legal provisions.

**EXAMPLE:** AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W&IC SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1.

3. When an authorized award is in effect but through error no payment is made, and the payment due is made within a three-month period, including the month in which no payment was made. No further action by the board of supervisors is necessary.
4. When a payment in a particular month is made for less than the authorized award for that month and the additional payment due is made within a three-month period, including the month in which the erroneous payment was made. No further action by the board of supervisors is necessary.

**EXAMPLE:** THE AUTHORIZED AWARD FOR A RECIPIENT OF ANB FOR JANUARY IS \$60. DUE TO AN ERROR, THE RECIPIENT WAS PAID \$40 FOR JANUARY. COUNTY SHALL PAY RECIPIENT ADDITIONAL \$20 DUE FOR JANUARY IN FEBRUARY OR NOT LATER THAN MARCH 31.

(Section Continued on Next Page)

**361-30 SUSPENSION PROCEDURE**  
**OAS, ANB, APSB, ANC****361-30**

The board of supervisors may for cause, and upon instructions to do so by the SDSW, shall cancel, suspend, or revoke aid. (W&IC 2220, 3078.5, 3460) The recipient shall be immediately notified of the county's action, the reason therefor, and the right of appeal therefrom. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.) (W&IC 2220.5)

Aid shall be suspended by the county when there is neither proof of continued eligibility nor proof of ineligibility. Suspension is the process whereby delivery of a warrant is withheld beyond the month for which the warrant is issued while circumstances which raise question regarding the recipient's continued eligibility are investigated. Upon completion of the investigation suspended warrants are either released to the recipient or canceled. Discontinuance of aid differs from suspension in that aid is discontinued only when the information establishes ineligibility for continued aid. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Action authorizing the withholding of delivery of warrants under the suspension procedure shall be taken by the board of supervisors not later than the first meeting of the month following that in which delivery of a warrant is withheld.

When delivery of a warrant has been withheld but eligibility is subsequently established and the warrant is delivered on or before the last day of the month for which it is issued, suspension action is not necessary. (SEE SEC. 361-80, NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT.)

In ANB and APSB, aid shall not be discontinued or suspended upon receipt of a Physician's Report of Eye Examination (Form Bl 227) which raises question as to the degree of blindness. Such a report shall be considered as conflicting evidence of eligibility in that one or more Forms Bl 227 indicating eligibility were previously obtained. The procedure outlined in Sec. 361-40, Continued Eligibility Questioned on Basis of Physician's Report of Eye Examination, shall be followed.

When information which raises question regarding continued eligibility makes it advisable to withhold delivery of the warrant for a particular month

(Section Continued on Next Page)

361-25 (Continued)

361-25

10. When the SDSW concurs in a county recommendation that retroactive aid be paid (SEE SEC. 325-42, STIPULATED APPEALS).

Retroactive aid may be paid by the county when a payment was made in conformity with the authorized award and it is subsequently determined that the recipient was eligible to a larger grant, provided it is administratively possible to secure action of the board of supervisors and to deliver the warrant before the end of the second month following that in which the recipient was underpaid.

EXAMPLE A: AN OAS RECIPIENT RECEIVES \$40 IN AUGUST, A \$10 DEDUCTION MADE BECAUSE OF A SON'S CONTRIBUTION. ON OCTOBER 5 THE COUNTY LEARNS THAT THE SON CEASED HIS CONTRIBUTION IN JULY, AND THE RECIPIENT HAS HAD NO OTHER INCOME. HE WAS, THEREFORE, ELIGIBLE TO RECEIVE A GRANT OF \$50 FOR AUGUST AND FOR SEPTEMBER.

IF IT IS ADMINISTRATIVELY POSSIBLE, THE BOARD OF SUPERVISORS MAY GRANT RETROACTIVE AID DUE FOR AUGUST PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN OCTOBER 31 AND FOR SEPTEMBER PROVIDED THE WARRANT CAN BE DELIVERED NOT LATER THAN NOVEMBER 30.

EXAMPLE B: AN ANB RECIPIENT RECEIVED A GRANT OF \$35 IN OCTOBER. ON JANUARY 21 THE COUNTY VERIFIED THAT INCOME FORMERLY RECEIVED CEASED IN OCTOBER AND THAT THE RECIPIENT WAS ENTITLED TO RECEIVE A GRANT OF \$60 FROM NOVEMBER 1. THE BOARD OF SUPERVISORS DOES NOT MEET AGAIN UNTIL FEBRUARY 5. ON THAT DATE THE FEBRUARY GRANT IS INCREASED TO \$60 AND RETROACTIVE AID FOR DECEMBER AND JANUARY MAY BE GRANTED PROVIDED THE RETROACTIVE AID DUE FOR DECEMBER CAN BE DELIVERED NOT LATER THAN THE LAST DAY OF FEBRUARY AND THE RETROACTIVE AID DUE FOR JANUARY CAN BE DELIVERED NOT LATER THAN MARCH 31. RETROACTIVE AID FOR NOVEMBER MAY BE GRANTED ONLY UPON CONCURRENCE OF THE SDSW OR UPON APPEAL TO THE SSWB.

EXAMPLE C: ANC IN THE AMOUNT OF \$85 WAS PAID FOR JANUARY TO MEET THE BUDGETARY DEFICIENCY FOR A FAMILY OF MOTHER AND FOUR CHILDREN. ON FEBRUARY 10, COUNTY LEARNED THAT FAMILY HAD MOVED TO MORE ADEQUATE LIVING QUARTERS AND RENT FOR JANUARY INCREASED BY \$7. THE BOARD OF SUPERVISORS MAY GRANT \$7 RETROACTIVE AID FOR JANUARY PROVIDED SUCH ACTION IS TAKEN IN FEBRUARY OR MARCH AND THE WARRANT IS DELIVERED NOT LATER THAN MARCH 31.

(SEE SEC. 627-30, BASIS FOR FEDERAL PARTICIPATION) (W&IC 1552.5, 1560, 2140, 2220, 3075, 3078.5, 3460; AGO NS4670; FSSB)

361-40 (Continued)

361-40

When a Form Bl 227 is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232) shall be sent to the SDSW. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Form Bl 232 discontinuing aid, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner.

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

Exception: When an examination by the State Ophthalmologist discloses ineligibility insofar as blindness is concerned aid shall be discontinued without further eye examination. (SEE SEC. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.) (W&IC 3050, 3075, 3083, 3460)

361-35 (Continued)

361-35

suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (SEE SEC. 361-10, DECREASE IN GRANT.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the board of supervisors must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the month following that for which the retroactive payment is made or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (SEE SECS. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY, AND 361-00, INCREASE IN AMOUNT OF AID.)

For method of filing claims see Sec. 626-50, Supplemental Aid Claims.

A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW, after action by the board of supervisors, showing the change in the grant, beginning as of the first day of the month in which it was effective. (W&IC 1560,2140, 3075, 3078, 3078.5, 3460)

361-40 CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S REPORT OF EYE EXAMINATION  
ANB, APSB

361-40

When the State Ophthalmologist finds upon review of a Physician's Report on Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid shall not be immediately discontinued. (SEE SECS. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned, that continuance of aid is dependent upon clearance of eligibility, and that he may submit a Form Bl 227 from another physician from the approved list.

The submission of a Form Bl 227 from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Form Bl 227 is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

When the Form Bl 227 secured by the recipient from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized and paid for by the county in order that a decision may be made on the basis of the two reports which agree. (SEE SEC. 180-25)

(Section Continued on Next Page)

361-50 (Continued)

361-50

Ineligibility to aid due to a change in the recipient's circumstances (other than the receipt of income) is sometimes discovered too late to effect an immediate discontinuance to aid, with a resulting overpayment. If at the time such ineligibility is discovered the recipient is currently eligible to continued aid, adjustment for the prior overpayment shall be made provided the month of adjustment is not more than two months subsequent to the month of ineligibility. When the amount of overpayment is equal to or greater than the amount of the grant to which the recipient would otherwise be eligible in the month of adjustment, aid shall be discontinued for one month.

When aid cannot be discontinued within this time limit because of delay in the disqualifying facts or when the discontinuance does not totally adjust the overpayment received by the recipient the right of collection may exist pursuant to Sections 670-80 and 670-90.

EXAMPLE C: ON OCTOBER 15, COUNTY DISCOVERS THAT RECIPIENT WAS INELIGIBLE TO \$50 OAS FOR SEPTEMBER AND OCTOBER BECAUSE HE POSSESSED \$900 PERSONAL PROPERTY, BUT HIS HOLDINGS ARE REDUCED WITHIN THE MAXIMUM BY NOVEMBER 1. WERE IT NOT FOR THE OVERPAYMENT OF \$100 (\$50 IN BOTH SEPTEMBER AND OCTOBER) RECIPIENT WOULD BE ELIGIBLE TO A GRANT OF \$50 ON NOVEMBER 1. AID IS DISCONTINUED OCTOBER 31 AND RESTORED DECEMBER 1 IN THE AMOUNT OF \$50. THE DISCONTINUANCE FOR NOVEMBER ADJUSTS FOR \$50 OF THE \$100 OVERPAYMENT. THE UNADJUSTED REMAINDER OF OVERPAYMENT (\$50) MAY BE SUBJECT TO COLLECTION UNDER PROVISIONS OF SECTION 670-85.

(When the amount of overpayment is less than the amount of grant to which the recipient would otherwise be eligible in the month of adjustment aid shall be decreased to the extent of the overpayment. See Sec. 361-10, Decrease in Grant.)

Discontinuance of aid is effective as of the last day of the month for which the last warrant was delivered.

Since a transfer of costs between counties falls upon the first day of the month, the effective date of discontinuance by the first county is the last day of the preceding month.

When a warrant is issued but not delivered prior to the recipient's death, aid shall be discontinued as of the last day of the preceding month.  
(W&IC 2001, 2020, 2140, 2220, 3026, 3075, 3084, 3089, 3460, 3472)

**361-50 DISCONTINUANCE OF AID  
OAS, ANB, APSB**

361-50

Aid shall be discontinued when the recipient does not meet the eligibility requirements of the respective category of aid. (W&C 2001, 2140, 3026, 3075, 3089, 3460)

In OAS and ANB when ineligibility resulted from income received, but receipt of that income was not discovered by the county in time to discontinue the aid not later than the last day of the month following that in which the income was received, aid shall continue if the recipient is otherwise eligible. If the delay in discovering the income was caused by actual or constructive fraud on the part of the recipient, the recipient shall be requested to repay the county to the extent of the aid paid in the month during which the income was received, from resources he may have other than the income, including the grant to which he is currently eligible.

Where the amount of income received during the current income period makes discontinuance necessary, the discontinuance adjusts for overpayments during those months falling within the current income period to the extent of the difference between total need and the income received in the month of adjustment. Any unadjusted remainder of the overpayment may be subject to collection under the provisions of Sec. 670-85.

**EXAMPLE A:** AN OAS RECIPIENT WHO HAS NO NEED IN EXCESS OF \$50 EARNS \$30 IN MAY AND JUNE, NOTHING THEREAFTER. INCOME IS DISCOVERED BY COUNTY ON JUNE 27. AID IS DISCONTINUED EFFECTIVE JUNE 30 AND RESTORED EFFECTIVE AUGUST 1. HAD NO ADJUSTMENT BEEN NECESSARY, \$50 OAS WOULD HAVE BEEN PAID FOR JULY. THE \$60 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$50 BY THE ONE MONTH'S DISCONTINUANCE, AND REPAYMENT OF \$10 MAY BE REQUESTED IF THE RECIPIENT COMMITTED ACTUAL OR CONSTRUCTIVE FRAUD AND HAS RESOURCES OTHER THAN HIS CURRENT GRANT.

**EXAMPLE B:** ON AUGUST 15 THE COUNTY LEARNS THAT AN OAS RECIPIENT EARNED \$55 IN JULY AND \$30 IN AUGUST. AID WAS DISCONTINUED EFFECTIVE AUGUST 31 AND RESTORED OCTOBER 1. THE RECIPIENT'S TOTAL NEED IN SEPTEMBER IS \$75. HE RECEIVED THE USUAL CONTRIBUTION OF \$5 FROM HIS SON IN THAT MONTH LEAVING AN UNMET NEED OF \$70. THE \$80 OVERPAYMENT IS ADJUSTED TO THE EXTENT OF \$70 AND REPAYMENT OF \$10 SHALL BE REQUESTED IF THE RECIPIENT COMMITTED ACTUAL OR CONSTRUCTIVE FRAUD AND HAS RESOURCES OTHER THAN HIS CURRENT GRANT.

(Section Continued on Next Page)

361-80 NOTIFICATION TO RECIPIENT OF CHANGE IN GRANT  
OAS, ANB, APSB, ANC

361-80

When aid is increased, decreased, or discontinued, the recipient shall receive written notification of the board of supervisors' action immediately. The notification shall show the amount of the grant and the reason for change in the grant, or the reason for discontinuance. The recipient shall also be notified of his right of appeal to the SDSW for a fair hearing and the case record shall show that such notification was sent. (SEE SECS. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL AND 236-30, CONTENT OF CASE RECORD.) (W&IC 1511, 1560, 2016, 2140, 2182, 2220.5, 3075, 3086, 3460, 3473, FSSB)

In addition to the above requirements, the recipient of OAS, ANB or APSB shall be notified of his right to a hearing before the board of supervisors. He shall also be notified of the source and amount of income which was taken into consideration in determining the amount of the grant. Where total need has been verified to be in excess of \$50 in OAS, or \$60 in ANB, the total need shall be shown on the notification. (W&IC 2016, 2140, 2181.1, 3075, 3087.5, 3460, 3473.2)

Notification of Action by the Board of Supervisors (Form Ag, Bl, CA 239), includes the minimum requirements for notification to the recipient that his aid has been increased, decreased, or discontinued, and shall be used by the county unless a substitute form, which incorporates the information appearing on Form Ag, Bl, CA 239, is used. (SEE SEC. 250-10, REPORTING ACTION OF BOARD OF SUPERVISORS TO APPLICANT.) (W&IC 1560, 2140, 3075, 3460)

When delivery of a recipient's warrant for any month is withheld for reason other than death, beyond the usual delivery date for aid payments, the recipient shall receive immediate notification of the reason for which the warrant was withheld. The notification shall be mailed to the last known address of a recipient and the case record shall show that such notification was sent. Notification of Suspended (Withheld) Aid Payments, Form Ag, Bl, CA 239A, includes the minimum requirements for notification to the recipient that his warrant has been suspended or withheld. It shall be used by the county unless a substitute form which incorporates the information appearing on Form Ag, Bl, CA 239 is used. (W&IC 1560, 2140, 2220.5, 3075, 3460)

361-85 NOTIFICATION TO COUNTY AUDITOR OF CHANGE IN GRANT  
OAS, ANB, APSB, ANC

361-85

A copy of Notice of Change (Form Ag, Bl, CA 232) should be sent to the county auditor. There should be complete coordination between the county welfare department and the county auditor so that payrolls each month correctly reflect the current status of all cases for which claim is made. (W&IC 1560, 2140, 3075, 3460)

361-60 CHANGE IN SCHOOL STATUS REPORTED ON NOTICE OF CHANGE  
ANC

361-60

A change in school status as set forth in Sec. 235-25, Verification of School Attendance, shall be reported to the SDSW on the Notice of Change (Form CA 232). (SEE SEC. 363-15, RECORDING CHANGE OF SCHOOL STATUS ON SECTION III OF NOTICE OF CHANGE.) (W&IC 1560; FSSA TITLE IV, SEC. 406(A))

361-75 ACTION BY BOARD OF SUPERVISORS ON NOTICES OF CHANGE  
OAS, ANB, APSB, ANC

361-75

Action of the board of supervisors is required upon all Notices of Change (Form Ag, Bl, CA 232) except those which report school status for ANC, change of name of recipient, and changes in guardianship status. (SEE SEC. 361-90, NOTIFICATION TO SDSW OF CHANGE IN GRANT.) (W&IC 1560, 2140, 2184, 3075, 3089, 3460)

## REVISION RECORD

*Revisions issued in changing this Chapter will be numbered in sequence. Changes made will be indicated by a vertical line in the margin of the corrected page, against the line or lines changed.*

**IT IS IMPORTANT** that the holder of this Manual check the numbers below, corresponding with the numbers of the revisions when the latter have been incorporated in the Manual and the old pages removed, and that the State Department of Social Welfare be promptly notified in the event a number is passed without receipt of the corresponding numbered sheet.

128	135	142	149	156	163	170	177	184	191	198	205	212	219	226	233
129	136	143	150	157	164	171	178	185	192	199	206	213	220	227	234
130	137	144	151	158	165	172	179	186	193	200	207	214	221	228	235
131	138	145	152	159	166	173	180	187	194	201	208	215	222	229	236
132	139	146	153	160	167	174	181	188	195	202	209	216	223	230	237
133	140	147	154	161	168	175	182	189	196	203	210	217	224	231	238
134	141	148	155	162	169	176	183	190	197	204	211	218	225	232	239

## REFERENCE GUIDE TO FINANCIAL PROCEDURES CHAPTER

Provisions of the W. & I. Code Regarding Fiscal Procedures-----ANC ANB APSB OAS Sec. 600-00

## ESTIMATES, ADVANCES AND EXPENDITURES

Estimate Forms-----	ANC	ANB	APSB	OAS	601-99
Quarterly Adjustment of Funds-----	ANC	ANB	APSB	OAS	601-10
Quarterly Estimates of Expenditures for Aid and Administration-----	ANC	ANB	APSB	OAS	601-00
Use of State and Federal Funds-----	ANC	ANB	APSB	OAS	601-20

## PAYMENT OF AID

Beginning Date of Aid—New Applications-----	ANC	ANB	APSB	OAS	611-50
Beginning Date of Aid—Restorations-----	ANC	ANB	APSB	OAS	611-55
Cancellation of Aid Warrants-----	ANC	ANB	APSB	OAS	611-90
Certification of Payment After Release of Inmate from County Institution-----	ANB	ASPB	OAS		610-70
Duplication of GR (Also known as IN) and Public Assistance Payments-----	ANC	ANB	ASPB	OAS	610-90
Endorsement of Warrants-----	ANC	ANB	APSB	OAS	611-30
Financial Records for Individual Cases-----	ANC	ANB	APSB	OAS	612-00
Identification on Warrants-----	ANC	ANB	APSB	OAS	610-50
Initial Payments-----	ANC	ANB	APSB	OAS	611-60
Inmate of Public Institution, Payment to-----	ANC	ANB	APSB	OAS	610-60
Mode of Payment-----	ANC	ANB	APSB	OAS	610-10
Parolees of State Hospitals, Payments to-----	ANB	APSB	OAS		610-75
Payment of Aid Forms-----	ANC	ANB	APSB	OAS	612-99
Payment When Grantee Dies-----	ANB	APSB	OAS		611-00
Payments Made Upon Order of the SSWB-----	ANC	ANB	APSB	OAS	611-80
Payments When Child Dies-----	ANC				611-10
Payments When Payee Dies-----	ANC	ANB	APSB	OAS	611-20
Recipient of Payment-----	ANC	ANB	APSB	OAS	610-40
Reissuance of Warrants-----	ANC	ANB	APSB	OAS	611-95
Restricted or Conditional Payment-----	ANC	ANB	APSB	OAS	610-80
Retroactive Initial Payments-----	ANC	ANB	APSB	OAS	611-70
Signature Card File-----	ANC	ANB	APSB	OAS	611-40
Time of Payment-----	ANC	ANB	APSB	OAS	610-20

## COUNTY AID CLAIMS

Aid Claim Correction-----	ANC	ANB	APSB	OAS	628-20
Apportionment of Grants on Pay Rolls or Claims-----	ANC	ANB	APSB	OAS	627-20
Chart of Financial Participation in Grants of Aid-----	ANC	ANB	APSB	OAS	627-10
Claim for Non-county or Non-county-Non-Federal Cases-----	ANC	ANB	APSB	OAS	627-15
Claim for Warrants Issued in Lieu of Cancelled Warrants-----	ANC	ANB	APSB	OAS	628-06
Claims on Suspended Aid Payments-----	ANC	ANB	APSB	OAS	626-45
Computation of Payments When Child Transfers Between Boarding Home or Institution and Private Home-----	ANC				627-50
County Aid Claim Forms-----	ANC	ANB	APSB	OAS	629-99
County Designed Aid Claim Forms-----	ANC	ANB	APSB	OAS	626-30
County Institutional Claim Under W&IC, Secs. 2160.7 and 3044.1-----	ANB			OAS	627-25
Definition of Types of Cases With Respect to Financial Participation by Federal, State, or County Government-----	ANC	ANB	APSB	OAS	627-00
Federal Participation, Basis for-----	ANC	ANB		OAS	627-30
Federal Participation on Children Between Ages of 16 and 18 Years-----	ANC				627-80
Federal Participation When an Additional Child Becomes Eligible for Aid During Month-----	ANC				627-85
Forms Used in Aid Claims-----	ANC	ANB	APSB	OAS	626-20

## COUNTY AID CLAIMS—Continued

Identification on Aid Pay Rolls	ANC	ANB	APSB	OAS	Sec.	626-60
Method of Claiming for Participation by Federal and State Governments	ANC	ANB	APSB	OAS		626-00
Partial Month Claims—Bases for Federal Participation	ANC	ANB		OAS		627-45
Partial Month Claims—Computation of Total Amounts	ANC	ANB	APSB	OAS		627-40
Payees Eligible Under Social Security Act	ANC					628-00
Reporting of Cancelled Aid Warrants	ANC	ANB	APSB	OAS		628-05
State Audit of Aid Claims	ANC	ANB	APSB	OAS		628-10
Submission of Aid Claims	ANC	ANB	APSB	OAS		626-40
Supplemental Aid Claims	ANC	ANB	APSB	OAS		626-50
Two or More Family Budget Units in One Household	ANC					627-90
Types of Aid Claims	ANC	ANB	APSB	OAS		626-10

## ADMINISTRATIVE EXPENSE

Abatements from Self-Supporting Activities	ANC	ANB		OAS		646-60
Administrative Expense Forms	ANC	ANB		OAS		646-99
Categories Under Which Time Is Recorded (Forms DFA 42 and 43)	ANC	ANB		OAS		645-40
Computing Less Than Full Monthly Salary	ANC	ANB		OAS		645-50
Expenditures for Commissaries						645-26
"    "    CWS						645-25
"    "    Eye Examinations		ANB				645-80
"    "    Fixed Assets	ANC	ANB		OAS		646-00
"    "    Personal Services	ANC	ANB		OAS		645-20
"    "    Purposes of Administration	ANC	ANB		OAS		645-10
"    "    Rent of County Offices	ANC	ANB		OAS		646-20
"    "    Repairs and Alterations	ANC	ANB		OAS		646-10
"    "    Services of Other Agencies	ANC	ANB		OAS		645-70
"    "    Taxes	ANC	ANB		OAS		646-30
Federal Participation in Administrative Costs	ANC	ANB		OAS		645-00
Forms Used in Administrative Expense Claims	ANC	ANB		OAS		646-80
Reporting of Cost of Administration	ANC	ANB		OAS		646-50
Rules for Allocating Administrative Expense	ANC	ANB		OAS		646-70
Salaries Paid During Periods of Leave or Other Absence	ANC	ANB		OAS		645-45
Time Recording by Employees	ANC	ANB		OAS		645-30

## INSTITUTIONAL AID CLAIMS

Audit and Payment of Institutional Aid Claims	ANC					655-70
Forms Used in Institutional Aid Claims	ANC					655-10
Identification on Institutional Aid Claims	ANC					655-40
Institutional Aid Claim Correction	ANC					655-80
Institutional Aid Claim Forms	ANC					655-99
Method of Claiming Reimbursement of Aid	ANC					655-00
Partial Month Claims	ANC					655-50
Submission of Institutional Aid Claims	ANC					655-20
Supplemental Institutional Aid Claims	ANC					655-30

## REPAYMENTS

Additional Reports of Adjustments and Collections	ANC	ANB	APSB	OAS		673-75
Adjustments, Classification of	ANC	ANB	APSB	OAS		672-00
"    "    Distribution of	ANC	ANB	APSB	OAS		672-50
"    "    Reporting of	ANC	ANB	APSB	OAS		672-25
Allocation of Repayments to Periods	ANC	ANB	APSB	OAS		671-50
Collections, Classification of	ANC	ANB	APSB	OAS		673-00
"    "    Distribution of	ANC	ANB	APSB	OAS		673-25
"    "    Reporting of	ANC	ANB	APSB	OAS		673-50
Discovery of Excess Property or Income Subsequent to Recipient's Death	ANC	ANB	APSB	OAS		671-10
Erroneous Repayments, Claims for the Return of	ANC	ANB	APSB	OAS		674-05
"    "    Definition of	ANC	ANB	APSB	OAS		674-00
"    "    Fiscal Reporting of Returns of	ANC	ANB	APSB	OAS		674-10
Forms Used in Reporting Repayments	ANC	ANB	APSB	OAS		674-99
Overpayments Caused by Income	ANC	ANB	APSB	OAS		670-85
"    "    Caused by Other Factors	ANC	ANB	APSB	OAS		670-90
"    "    Caused by Possession of Excess Property	ANC	ANB	APSB	OAS		670-80
"    "    Investigation of	ANC	ANB	APSB	OAS		670-75
Repayment, Demand for	ANC	ANB	APSB	OAS		671-25
Source of Repayment	ANC	ANB	APSB	OAS		671-20
Tabular Analysis of Provisions of the W. & I. Code Regarding Repayments	ANC	ANB	APSB	OAS		670-00

## TRANSPORTATION OF NEEDY CHILDREN CLAIMS

Claim Corrections	ANC					685-20
State Audit of Transportation of Needy Children Claims	ANC					685-10
Transportation of Needy Children Claims	ANC					685-00
Transportation of Needy Children Claim Forms	ANC					685-99

600-00 (Continued)

600-00

LAWS RELATING TO PAYMENT OF AID	OAS	ANB APSB	ANC
TIME OF BEGINNING AID.	2160E 2182 2182.1 2183 2183.9 2200	3044 3082 3084 3086 3090 3444 3450 3460	1527 1550 1551 1552 1558
PAYMENT FOR FULL MONTH IF ELIGIBLE ON FIRST OF MONTH. ALL PAYMENTS OF AID SHALL BE MONTHLY IN ADVANCE BY COUNTY WARRANTS EXCEPT PAYMENTS IN ANC TO BOARDING HOMES AND INSTITUTIONS WHICH MAY BE AT THE END OF THE MONTH.	2160.6 2183	3044 3444 3084 3460	1552.3 1552 1556.5
PAYMENTS TO INMATES OF INSTITUTIONS ( INCLUDING PUBLIC HOSPITALS ).	2160E 2160.5 2160.6	3044 3044.5 3444	1524 1529 1558 1560

## LAWS RELATING TO COLLECTION AND ADJUSTMENTS

REFUNDS OF AID SHALL BE REPAYED TO FEDERAL AND STATE GOVERNMENTS ACCORDING TO THEIR PROPORTION OF PARTICIPATION IN THE GRANT.	2024	3007 3406	1504
RESTITUTION WHEN AID IS OBTAINED FRAUDULENTLY OR ILLEGALLY.	2007	3006 3405	1506
EXCESS AID PAID SHALL BE RECOVERABLE AS A DEBT.	2222		
ERRONEOUS REPAYMENTS REFUNDED TO RECIPIENT	2222.7		
DISCOVERY OF EXCESS PROPERTY OR INCOME AFTER DEATH.	2223		
AID RECEIVED IN GOOD FAITH BUT RECIPIENT HAS EXCESS PROPERTY.	2223.5		
RELATIVE RESPONSIBILITY, RECOVERY FROM, CREDITED TO FEDERAL, STATE, AND COUNTY GOVERNMENTS IN PROPORTION TO PARTICIPATION.	2224	3088 3474	
AID GRANTED DOES NOT CONSTITUTE LIEN UPON ANY PROPERTY.	22.5		

## LAWS RELATING TO TRANSPORTATION OF NEEDY CHILDREN CLAIMS

COUNTY MAY TRANSPORT NEEDY CHILDREN OUTSIDE THE STATE AND STATE SHALL PAY ONE-HALF OF THE TOTAL EXPENSE INCURRED			1580
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600-00 PROVISIONS OF THE W&IC REGARDING FISCAL PROCEDURES  
OAS, ANB, APSB, ANC

600-00

LAWS RELATING TO ESTIMATES, ADVANCES, EXPENDITURES, ADMINISTRATIVE EXPENSE AND CLAIMS.	OAS	ANB APSB	ANC
WHILE FEDERAL GOVERNMENT MAKES GRANTS TO THE STATE A PORTION THEREOF SHALL BE ALLOTTED TO COUNTIES FOR GRANTS AND FOR COSTS OF ADMINISTRATION; PAYMENT OF STATE MONIES TO COUNTIES IS ALSO AUTHORIZED.	2021.001 2186 2187 2187.01	3087 3087.1 3480	1553 554
METHOD OF COMPUTING AND PAYING GRANTS AND COSTS OF ADMINISTRATION TO COUNTIES.	2188	3087.2 3481	1555
REPORTS OF AID PAID SHALL BE MADE BY COUNTIES AND AUDITED BY SDSW AND STATE CONTROLLER. CLAIMS FOR ANC IN BOARDING HOMES AND INSTITUTIONS SHALL BE FILED AND PAID SEPARATELY.	2189	3087.3 3482	1556 1556.5 1559
SDSW SHALL REQUIRE COUNTY TO BEAR PROPORTIONATE SHARE OF TOTAL EXPENSE OF FURNISHING AID.	114	114	114
COUNTIES (AND INSTITUTIONS IN ANC) REQUIRED TO COMPLY WITH ALL REQUIREMENTS OF LAW BEFORE RECEIVING APPORTIONMENT OF AID.	2023	3078	1560
COUNTIES SHALL PAY ALL NECESSARY EXPENSE FOR ADMINISTRATION	2185		
STATE APPROPRIATION OF 5/6 OF GRANT FOR EACH COUNTY RESIDENT RECEIVING OAS, AND FULL AMOUNT OF GRANT FOR EACH NON-COUNTY RESIDENT RECEIVING OAS.	2021.001		
STATE APPROPRIATION OF \$360 PER ANNUM FOR EACH COUNTY RESIDENT RECEIVING ANB OR APSB AND \$720 PER ANNUM FOR EACH NON-COUNTY RESIDENT RECEIVING ANB OR APSB.		3025 3420	
ACCEPTANCE OF AID FROM FEDERAL GOVERNMENT SHALL NOT REDUCE MAXIMUM AMOUNT WHICH MAY BE GRANTED.		3004	
STATE APPROPRIATION OF \$180 PER ANNUM FOR EACH NEEDY CHILD WHO HAS COUNTY RESIDENCE AND \$270 PER ANNUM FOR EACH NEEDY CHILD WHO HAS NON-COUNTY RESIDENCE PROVIDED THE APPLICATIONS FOR SUCH CHILDREN ARE NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION. IN THE LATTER CASE \$180 PER ANNUM IS ALLOTTED.			1510 1512
AMOUNT OF AID TO WHICH ELIGIBLE APPLICANTS, OR CHILD IN ANC IS ENTITLED IS SET FORTH.	2020 2020.05	3084 3472	1511
PAYMENT IN AN AMOUNT AS NEEDED FOR CARE OF EACH CHILD WHOSE APPLICATION IS NOT MADE DIRECTLY TO THE SDSW BY AN INSTITUTION IS AUTHORIZED, STATE'S SHARE IS INDICATED.			1511
COUNTY INSTITUTIONAL SUBVENTION. THE STATE'S SHARE OF OAS OR ANB RECIPIENT WAS RECEIVING AT THE TIME OF ENTRANCE IN A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL OR INFIRMARY CARE AT COUNTY EXPENSE, SHALL BE PAID TO THE COUNTY.	2160.7	3044.1	

(Section Continued on Next Page)

610-30 (Continued)

610-30

With respect to continuing grants, the first day of each month (as provided by law) is the effective date of the continuing authorization for payment.

The authorization is mandatory with respect to its execution, except where payment of aid is withheld or suspended because of a cloud on eligibility (SEE SEC. 361-30, SUSPENSION PROCEDURE). If payment is withheld beyond the month in which the authorization for payment is effective, ratifying action by the board of supervisors is required.

For the purposes of establishing the applicant's or recipient's accrued period of eligibility, and of computing the amount of payment due, the board of supervisors' authorization for payment of retroactive aid includes a determination of such retroactive period (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY). This period, however, has no bearing on the effective date of the authorization for payment. (W&IC 1560, 2140, 2181, 3075, 3460)

## 610-40 RECIPIENT OF PAYMENT

610-40

OAS, ANB, APSB, ANC

Payments of aid shall be made directly to the authorized payee.

In OAS, ANB, and APSB, when a guardian is the payee, Summary of Letters of Guardianship (Form DPA 5) shall be on file with the SDSW. (SEE SEC. 626-60, IDENTIFICATION ON AID PAY ROLLS.) The guardian's name shall appear on the pay roll together with the name of the grantee.

ANC payments shall be made to the person or institution providing care for the children on whose behalf the grant is made. Payments in every case where circumstances permit should be made to a payee eligible under the Social Security Act. (SEE SEC. 628-00, PAYEES ELIGIBLE UNDER SOCIAL SECURITY ACT.) (W&IC 1556.5, 1557, 1560, 2140, 2183, 3075, 3460; FSSB)

## 610-50 IDENTIFICATION ON WARRANTS

610-50

OAS, ANB, APSB, ANC

The payee's name shall appear on the warrant and on the pay roll exactly as his signature appears on the application (Form Ag, Bl. CA 200, Bl 200a), on the Summary of Letters of Guardianship (Form DPA 5) or, in ANC, on the latest Notice of Change (Form CA 232). (SEE SEC. 202-20, THE APPLICATION FORM.)

The State number assigned to the case may appear on the face of the warrant for further identification. It shall be used with the name in all correspondence, reports, records, and other data regarding the warrant. (W&IC 1560, 2140, 3075, 3460)

## 610-10 MODE OF PAYMENT

610-10

OAS, ANB, APSB, ANC

All aid paid to recipients shall be by warrant of the county.

County warrants issued in payment of aid shall be redeemable at par. The financial condition of the county should at all times guarantee the cashing of warrants without discount. If it becomes necessary at some time for the county to register its warrants, the SDSW shall be notified at once as to arrangements made with local banks for the immediate cashing of warrants at par on demand.

Aid in kind is not subject to State and Federal participation. (W&IC 1560, 2140, 2183, 2183.1, 3075, 3460; FSSB)

## 610-20 TIME OF PAYMENT

610-20

OAS, ANB, APSB, ANC

Payments of aid shall be made by county warrant monthly in advance, except payments of ANC for children who are living in boarding homes or institutions. Payment of ANC for such children may be made to the boarding home or institution at any time during or at the end of the month for which the aid is granted. One warrant may be issued to each boarding home or institution covering all children in the home to whom board and care is given during the month, or a separate warrant may be issued for each child or family group. (SEE SECS. 611-60, INITIAL PAYMENTS, AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY.)

All warrants shall be clearly marked to show the date of issuance.

Payment is effected by deposit of the warrant, properly stamped and addressed, in the United States mail, or by delivery to the recipient or payee by an authorized representative of the county.

Advance payment means delivery of the warrant on or as near as possible to the first business day of the month, as compliance with State and county regulations will permit; however, the warrant should not be deposited in the mail for delivery prior to the first day of each respective month. If a recipient is eligible on the first day of the month and the warrants are delivered on that date, he is entitled to receive payment for the full month, even though his status changes at some time during the month.

The State, Federal, and county portions of the aid shall be paid at one time by a single warrant. (W&IC 1550, 1552, 1556.5, 1558, 1560, 2140, 2160.6, 2182, 2182.1, 2183, 2183.9, 3044, 3075, 3082, 3084, 3444, 3460; FSSB)

## 610-30 AUTHORIZATION FOR PAYMENT

610-30

OAS, ANB, APSB, ANC

Action of the board of supervisors granting, restoring, increasing or decreasing assistance constitutes the final action which unconditionally authorizes payment to be delivered to the specified payees. Such action authorizes delivery of the payment immediately, except where a future date is specified.

(Section Continued on Next Page)

610-75 PAYMENTS TO PATIENTS ON LEAVE FROM STATE HOSPITALS  
OAS, ANB, APSB

610-75

Aid may be paid to a person who is on leave of absence from a State hospital. A legal guardian may or may not have been appointed for such person on leave.

The aid is paid directly to the person on leave when:

1. No guardian has been appointed; or
2. The guardian is of the person only.

The aid is paid to the guardian when he is:

1. Guardian of the estate only; or
2. Guardian of the person and the estate.

The guardian of the estate of the person on leave for whom aid is paid may be a public official but cannot be an employee of the county welfare department. There is no Federal participation in such cases if the guardian is an official of the SDMII. (SEE SEC. 230-60, GUARDIANSHIP.) (PROB. C 1460 ET SEQ; AGO NS858, NS3293; FSSB)

Some applicants for aid are not given leave until aid has been granted. Upon receipt of the completed Form Ag, B1 235 (Certification from State Department of Mental Hygiene of Applicant's Release from State Hospital) giving the date such an applicant was released from the hospital, the county shall deliver the warrant. Form Ag, B1 235 shall be completed by the county to give the date of delivery of warrant. One copy of this completed form shall be sent to the SDSW. (SEE SECS. 202-55, APPLICATION OF PATIENT ON LEAVE FROM STATE HOSPITAL; 230-85, INVESTIGATION OF APPLICATION MADE WHILE IN OR ON LEAVE FROM A STATE HOSPITAL; 250-05, REPORTING ACTION ON APPLICATION TO SDSW; 610-60, PAYMENT TO INMATE OF PUBLIC INSTITUTION; 610-70, CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE FROM COUNTY INSTITUTION; 611-60, INITIAL PAYMENTS; AND 612-99, PAYMENT OF AID FORMS) (W&IC 2140, 3075, 3460)

610-80 MONEY PAYMENTS AND RESTRICTED PAYMENTS  
OAS, ANB, APSB, ANC

610-80

THE MONEY PAYMENT

The money payment shall be in warrants immediately redeemable at par; these payments shall be made to the grantee or his legal guardian at regular intervals and no restrictions shall be imposed on the use of the funds. (SEE SECS. 610-10, MODE OF PAYMENT, AND 610-20, TIME OF PAYMENT.) The money payment, therefore, assures the right of the recipient to use his payment as he would money received from any other source and to be free to direct his own life. In other words, the money payment makes it possible for recipients to carry on their activities through the normal channels of exchange, enjoying the same personal rights and discharging the same responsibilities as do friends, neighbors, and other members of the community. The recipient shall have full use of the warrant and there shall be no State or county control of its expenditure. Payments of aid shall be delivered unconditionally to the recipient in the full amount of the grant for the sole use and benefit of the individual or individuals on whose behalf the grant is made.

(Section Continued on Next Page)

**610-60 PAYMENT TO INMATE OF PUBLIC INSTITUTION  
OAS, ANB, APSB, ANC**

610-60

Aid shall not be paid to any inmate of a public institution, except when confined for temporary medical or surgical care. Sec. 164-10 Eligibility During Hospitalization, relating to continuance of aid to a recipient confined in a public hospital for medical or surgical care, shall determine the final payment to such a recipient.

When aid is restored to a former recipient whose aid was discontinued because of confinement in a public institution, the beginning date of such aid shall not ante-date the day he leaves the institution. (SEE SEC. 215-00, RESTORATION OF AID.)

Inmates of public institutions who have not previously received aid may make application for OAS, ANB, or APSB, but shall leave the institution on receipt of the first monthly warrant. The aid delivered upon the release of such inmate shall be payable from the first day of the month in which the determination is made that he is eligible, but in no event shall the aid commence prior to the date of application. (SEE SEC. 162-05, ELIGIBILITY OF PUBLIC INSTITUTION INMATES.) (W&IC 1529, 1560, 2140, 2160, 3044, 3075, 3444, 3460; AGO NS4700)

**610-70 CERTIFICATION OF PAYMENT AFTER RELEASE OF INMATE  
FROM COUNTY INSTITUTION  
OAS, ANB, APSB**

610-70

As evidence that the warrant for an applicant who was an inmate of a county public institution was delivered to him after his release from the institution, a Certificate of Delivery of Payment of Aid (Form Ag, Bl 231) shall be completed and forwarded to the SDSW. The county official or other person delivering the warrant certifies on Form Ag, Bl 231 to the date the applicant left the institution and the date the warrant was delivered.

When aid is restored following discontinuance because the recipient entered a county public institution Form Ag, Bl 231 need not be submitted but the Notice of Change (Form Ag, Bl 232) shall show the date the recipient left the institution. When the Form Ag, Bl 232 restoring aid is prepared in advance on the basis of the anticipated date when he will leave the institution, Form Ag, Bl 231 shall be submitted as evidence that he left the institution on or prior to the effective date of the restoration.

The above procedure does not apply where a recipient of OAS, ANB, or APSB enters a hospital for temporary medical care and aid is continued. Warrants shall be delivered to such recipients after admittance to the institution in accordance with the rules in Sec. 164-10, Eligibility During Hospitalization. (SEE SEC. 612-99, PAYMENT OF AID FORMS.) (W&IC 2140, 2160, 2160.6, 3044, 3075, 3444, 3460; AGO NS4700)

610-80 (Continued)

610-80

SERVICES PERFORMED IN A WAY CONSISTENT WITH THE MONEY-PAYMENT PRINCIPLE:

Since the intent of the money payment is to assure to recipients freedom in their mode of living and protection from undue intrusion into their lives or invasion of their rights, it is the manner in which service is given which determines whether or not the payment is restricted. Various services to recipients can be given in such a way that neither restricted payments nor restrictive practices occur. The following paragraphs describe the ways in which a number of services can be performed in a manner which harmonizes with the money payment principle:

1. Furnishing information--Informing recipients of community resources provided the recipient, not the agency, decides how and whether resources will be used.
2. Referral and help in using resources--Referring recipients to other agencies and advising recipients how to use community resources are also proper agency functions. These referrals and the advice to recipients shall be given in such a way as not to conflict with the recipient's choice in the use of the payment.
3. Counseling--If advice and counsel about personal problems are given by an agency because the recipient wished it and if the agency worker deals with the problem in the same way as if it had occurred in a self-supporting family, no restrictive payment results. However, controlling the behavior of recipients is not an appropriate function of an assistance agency.

If authoritative action is found essential to protect the welfare of recipients or members of their families, the situation should be referred to the courts, or other appropriate enforcement agencies. The use by the public assistance agency of its power to provide or withhold assistance through threats or penalties associated with counseling results in restricted payments.

4. Personal services in which the agency acts for the recipient--Recipients who are infirm, bedridden, or otherwise incapacitated often request the help of the agency in selecting their mode of living and managing their resources. Such help may include, in a few instances and for a limited period of time pending the appointment of a guardian or other more permanent arrangements, cashing the check, paying bills, and buying groceries and other items. Here again, not the character of the service but the way in which the service is provided will determine whether or not the assistance payment is restricted.

Agencies should be prepared to render services of this kind when an emergency arises in which the recipient requests it, or when the recipient is so handicapped that he is incapable of exercising the rights and responsibilities of well persons. Care should be taken, however, to assure that the worker who performs such services knows that in some instances the agency may not be able to provide the service (as, for instance, when the recipient's caprice results

(Section Continued on Next Page)

610-80 (Continued)

610-80

RESTRICTED PAYMENTS

A restricted money payment is one given under some condition or limitation which the agency imposes on the recipient's use of the money; i.e., it is a payment in which an express or implied requirement is made of the recipient that delivery of the aid warrant is contingent upon agreement to make certain or specified payments from the aid granted. The restricted payment is not subject to Federal and State participation.

The warrant shall be issued to the recipient through the U.S. mail to the address at which he customarily receives mail, or delivered to him according to his instructions.

While the recipient may request the agency to deliver the warrant to him in a specified way, the county shall not determine on its own authority that delivery is to be made to any other person, nor may the county require any special endorsement or use other devices that necessitate the warrant being delivered to, or cashed by, or in the presence of, a specified person other than the grantee or his guardian.

The payment shall be accomplished without direction on the warrant or by letter, or by agreement as a condition of receiving the payment, or by other notification, that the recipient must use his money in a specified way or for a specified purpose.

Instances of several kinds of restricted payments are indicated as follows (this is not necessarily an all-inclusive list):

1. Directing that all or part of the assistance payment must be applied to specific bills or for the purchase of specific goods or services. Statements to recipients explaining the basis on which the amount of the payment is determined are not in themselves restrictive.
2. Requiring that the recipient submit receipts for the purpose of showing how he has spent all or any part of his assistance payment. This does not preclude the verification of rental or other budget items when the purpose is to determine the need of the individual as in the case of original or reinvestigation of eligibility.
3. Requiring the return to the county or deposit with the county of all or part of the assistance payment for use in a manner designated by the agency.
4. Providing services to a recipient's creditors, such as assisting creditors in the collection of the recipient's debts.
5. Payments paid through the medium of a county trust fund or account, and by which the full amount of the warrant is not delivered to the recipient each month, are restricted payments.

(Section Continued on Next Page)

610-90 (Continued)

610-90

In OAS, ANB, and ANC when an adjustment is necessary and cannot be made by either of the above plans, the first aid warrant shall be accompanied by a request for repayment equivalent to the amount of excess income, including GR received during the initial month. In APSB, request for repayment shall be only for the amount of GR and other non-exempt income received during the initial month. Delivery of the warrant shall not be withheld pending completion of arrangements for repayment, and delivery of the initial or subsequent warrants shall not be contingent upon such repayment, or upon the applicant's or recipient's agreement to make payments from aid to be granted. When adjustment is made, it shall be reported to the SDSW in the usual manner. (W&IC 1511, 1560, 2020, 2140, 3075, 3084, 3460, 3472)

## 611-00 PAYMENT WHEN GRANTEE DIES

611-00

OAS, ANB, APSB

There is Federal and State participation when the warrant is dated and delivered prior to the death of the grantee, provided the warrant is not for a month subsequent to that in which the recipient died. There is no Federal or State participation in a warrant delivered after the death of the grantee.

EXAMPLE A. MAY WARRANT IS DELIVERED ON MAY 1. GRANTEE DIES ON MAY 15. FEDERAL AND STATE PARTICIPATION IS ALLOWED PROVIDED THE ENDORSEMENT IS IN ORDER.

EXAMPLE B. RECIPIENT DIES APRIL 30 AFTER THE WARRANT FOR MAY IS MAILED. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED FOR MAY.

EXAMPLE C. MAY WARRANT IS DELIVERED ON MAY 2. GRANTEE DIES MAY 1. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED.

EXAMPLE D. MAY WARRANT IS ISSUED ON MAY 1, BUT IS NOT DELIVERED UNTIL MAY 5. GRANTEE DIED ON MAY 4. FEDERAL AND STATE PARTICIPATION IS NOT ALLOWED.

A warrant delivered but not endorsed prior to the death of the grantee may be endorsed only by the duly appointed and qualified executor or administrator of the estate of the grantee, or the person to whom the estate is distributed in probate proceedings, including summary probate proceedings under Sec. 630 of the Prob. C.

Endorsements on warrants made under summary probate proceedings should refer to the supporting affidavit required by the Prob. C. of persons claiming estates under summary probate.

Warrants shall be delivered on or as near to the first day of the month as possible. (SEE SEC. 610-20, TIME OF PAYMENT.) (W&IC 1560, 2140, 3075, 3460; FSSB)

610-80 (Continued)

610-80

in requests which contravene agency policy) and also realizes that he is handling the recipient's money, not the agency's. Acting for the recipient at his request does not mean that the worker takes over the situation from the recipient.

The agency may have to make arrangements for domiciliary care, housekeeping services, hospital or other medical services, or the purchase of supplies until a permanent plan can be made, a relative can be found or a guardian can be appointed, or until the recipient's health becomes such that he can exercise choice for himself. The test of restriction in such cases is whether or not the agency, in acting for the recipient, has performed services in his behalf which his relatives or guardian would have performed had they been available, and that the agency has not denied the recipient any rights or choices which he was able to exercise himself. (W&IC 1505, 1506, 2006, 2140, 3003, 3008, 3075, 3402, 3407, 3460; AGO NS1382, NS2382, NS3667; FSSB)

**610-90 DUPLICATION OF GR (also known as IN) AND  
PUBLIC ASSISTANCE PAYMENTS  
OAS, ANB, APSB, ANC**

610-90

Counties may find it necessary in certain cases to give GR for the first part of the month in which OAS, ANB, APSB, or ANC begins, in order to maintain the applicant pending the granting of aid and the issuing of the initial aid warrant. GR which is granted for any part of the period covered by the first aid warrant is income for the month in which it is received.

Adjustments shall be made as for other income in OAS, ANB, APSB, and ANC in accordance with the following procedure:

1. When possible, the initial grant of aid shall be in an amount which, when added to other income including GR totals the amount provided in the W. & I. C. for the particular category of aid. In ANC, the initial grant shall be in an amount which, when added to income in the family unit including GR, shall adequately meet the needs of the family unit. When the grant of ANC together with GR and other income does not exceed the need of the family unit for the month, no adjustment shall be made.
2. When the total income for the month in which the initial payment is made can be determined only during or after the close of the month, adjustment shall be made in a subsequent month. In OAS, ANB, APSB, and when an adjustment is indicated in ANC, such adjustment shall become effective not later than the second month subsequent to that in which the income was received.

(Section Continued on Next Page)

611-30 (Continued)

611-30

Example of a form which may be used on the reverse side of the warrant to obtain proper endorsement:

Endorsement hereon acknowledges payment for month specified

This warrant must be endorsed on the line below by the person in whose favor it is drawn, and the name must be spelled exactly the same as it is on the face of this warrant. (Note: If endorsement is made by mark (X) see instructions below.)

(Sign on this line)

FORM FOR ENDORSEMENT BY MARK (X)

If endorsement is made by mark (X) it must be witnessed by one person who can write. Use form below:

(HIS) OR (HER)

MARK

(Payee's name must be written on this line exactly as it appears on face of warrant.)

Witness to mark:

Name \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

611-40 SIGNATURE CARD FILE  
OAS, ANB, APSB, ANC

611-40

The following procedure is recommended: A signature card file should be maintained in the county to verify endorsements on warrants. In OAS, ANB, and APSB, the signature and name on the card should agree with that on the application (Form Ag, B1 200, B1 200a) or summary of Letters of Guardianship (Form DPA 5). In ANC, the signature on the card should agree with that on the application (Form CA 200) or Notice of Change (Form CA 232). When a mark (an X or thumb print) is used on the application, the same method should be used on the signature card. When administratively possible, the signature of any person who regularly acts as witness to a mark should be in this file. Such a file protects both recipients and the county in detecting forgeries on lost and stolen warrants through comparison of endorsement with the signature card. (W&IC 1560, 2140, 3075, 3460)

611-10 PAYMENTS WHEN CHILD DIES  
ANC

611-10

Federal and State participation is available for aid paid at any time during the calendar month in which a child receiving ANC dies, irrespective of whether the payment was made before or after the date of death. Such participation is available even though the child who dies is the only child in the family receiving ANC. (W&IC 1552.3, 1560; FSSA)

611-20 PAYMENTS WHEN PAYEE DIES  
OAS, ANB, APSB, ANC

611-20

When the payee is other than the recipient of aid, the warrant shall not become part of the payee's estate in case of his death.

The original warrant, issued to the deceased payee, shall be canceled and a duplicate warrant shall be issued to the new payee or guardian. (W&IC 1560, 2140, 2183, 3075, 3460)

611-30 ENDORSEMENT OF WARRANTS  
OAS, ANB, APSB, ANC

611-30

Warrants issued in payment of aid shall be endorsed by the authorized payee in order to signify receipt of payment, except in the case of a deceased grantee or payee as provided in Secs. 611-00, Payment When Grantee Dies, and 611-20, Payments When Payee Dies. Warrants issued in favor of the legally appointed guardian of a recipient shall be endorsed by the guardian.

A payee may endorse a warrant in a foreign language which differs in appearance from his name as it appears on the face of the warrant, e.g., in Chinese characters. Such endorsement is acceptable unless there is reason to doubt its authenticity.

When a payee is unable to write his name, he may endorse his warrant by means of a mark, e.g., an X or a thumb print. Such mark endorsement shall be accompanied by the name of the grantee and the signature and address of at least one witness in attendance at the time the mark endorsement is made.

When the recipient or the payee is handicapped to the extent that he is unable to sign his name or to make his mark, it is acceptable for a witness to touch the pen to the body of the recipient prior to making the mark for him. Thus, by making the ritual a physical act rather than actually having the recipient himself make the mark, the objective of maintaining the comfort and the dignity of the individual can be approached. In this instance, the mark itself is made by one of the two witnesses. (W&IC 1560, 2140, 3075, 3460; FSSB)

(Section Continued on Next Page)

611-50 (Continued)

611-50

When in OAS reapplication is made in the same county following discontinuance because of employment (SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT) and the investigation is not completed by action of the board of supervisors within 30 days from the signing of the application and aid is granted on the 31st or some subsequent day, aid shall begin on the first of the month in which the 30-day period ended.

In OAS, the day following that on which the application is signed represents the first day of the investigation period. When the 60th (or 30th) calendar day falls on a Sunday or a legal holiday, the following day is considered the last day of the investigation period. The date on which the board of supervisors acts on the application is the date on which the investigation is completed.

**EXAMPLE A:** APPLICATION SIGNED JULY 15, GRANTED BY BOARD OF SUPERVISORS SEPTEMBER 15. 60-DAY PERIOD ENDED SEPTEMBER 13. AID IS PAID FROM SEPTEMBER 1 AS THE FIRST OF THE MONTH IN WHICH THE BOARD OF SUPERVISORS GRANTED THE APPLICATION IS EARLIER THAN THE FIRST OF THE MONTH FOLLOWING THE END OF THE 60-DAY PERIOD.

**EXAMPLE B:** APPLICATION SIGNED JULY 5. THE 60-DAY PERIOD ENDED SEPTEMBER 3. APPLICATION GRANTED BY BOARD OF SUPERVISORS NOVEMBER 8. AID IS PAID FROM OCTOBER 1, AS THE FIRST OF THE MONTH FOLLOWING THE END OF THE 60-DAY PERIOD IS EARLIER THAN THE FIRST OF THE MONTH IN WHICH THE BOARD OF SUPERVISORS GRANTED THE APPLICATION.

**EXAMPLE C:** REAPPLICATION AFTER DISCONTINUANCE BECAUSE OF EMPLOYMENT IS MADE SEPTEMBER 10 AND THE BOARD OF SUPERVISORS GRANTS THE AID OCTOBER 20. THE 30-DAY PERIOD EXPIRES OCTOBER 10. AID IS PAYABLE FROM OCTOBER 1.

(b) In ANB, APSB and ANC when the investigation of the application is not completed by action of the board of supervisors within 90 days from the signing of the application and aid is granted on the 91st or some subsequent day, aid shall begin on the first of the month during which the 90-day period ends. (SEE SEC. 611-70.)

The day following that on which the application is signed represents the first day of the investigation period. When the 90th calendar day falls on a Sunday or a legal holiday, the following day is considered the 90th day. The date on which the board of supervisors acts on the application is the date on which the investigation is completed.

**EXAMPLE A:** APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS FEBRUARY 6, AS THE 90-DAY PERIOD ENDED DECEMBER 5, AID IS PAID FROM DECEMBER 1.

**EXAMPLE B:** APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS DECEMBER 10. AS THE 90-DAY PERIOD ENDED DECEMBER 5, AID BEGINS ON DECEMBER 1.

In ANC, when application is made for an additional child or children in a family which is in process of investigation or is receiving a grant of aid, the 90-day period begins on the day following that on which the application for the additional child or children is signed. The application for this child requires a separate Certificate of Verification of Eligibility (Form CA 201) and a separate action by the board of supervisors.

(Section Continued on Next Page)

611-50 BEGINNING DATE OF AID--NEW APPLICATIONS  
OAS, ANB, APSB, ANC

611-50

The beginning date of aid on every new application is determined by the law governing the respective category of aid as follows:

1. Aid shall begin on the date the application is signed if the application is granted by the board of supervisors in the same month in which the application is signed.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS SEPTEMBER 21.  
AID BEGINS SEPTEMBER 6.

2. Aid shall begin on the first day of the month in which the application is granted by the board of supervisors when the application was signed in a previous month; and,

- (a) In ANB, APSB, and ANC, 90 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS NOVEMBER 16.  
AID BEGINS NOVEMBER 1.

- (b) In OAS, 60 days or less (except when aid has previously been discontinued in the same county because of employment) have elapsed between the date the application was signed and the date aid was granted by the board of supervisors.

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS OCTOBER 16.  
AID BEGINS OCTOBER 1.

- (c) In OAS, when reapplication is made in the same county following discontinuance because of employment and 30 days or less have elapsed between the date the application was signed and the date aid was granted by the board of supervisors. (SEE SECS. 210-00, REAPPLICATIONS, AND 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT.)

EXAMPLE: APPLICATION SIGNED SEPTEMBER 6, GRANTED BY BOARD OF SUPERVISORS OCTOBER 3. AID BEGINS OCTOBER 1.

3. When the investigation of the application is not completed by action of the board of supervisors within the time limit specified for the particular category of aid, aid shall begin as follows:

- (a) In OAS, when the investigation of the application is not completed by action of the board of supervisors within 60 days from the signing of the application (except in case of reapplication in the same county following discontinuance because of employment), and aid is granted on the 61st or some subsequent day, aid shall begin on the first of the month in which the board of supervisors grants the application, or from the first of the month following the expiration of the 60-day period, whichever is earlier. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS.)

(Section Continued on Next Page)

611-55 BEGINNING DATE OF AID--RESTORATIONS  
OAS, ANB, APSB, ANC

611-55

Restorations shall be effective as of the first day of the month in which action is taken by the board of supervisors unless the status of eligibility requires that the board of supervisors specify a later date, except in OAS when restoration is requested following discontinuance due to employment. (SEE SEC. 215-00, RESTORATION OF AID) (W&IC 1550, 1552, 1560, 2140, 2182, 2183.9, 3075, 3084, 3460)

In OAS, whenever a former recipient whose aid was discontinued because of employment requests restoration because the employment has ceased, the request shall be in writing and the signed statement shall include the date on which the employment terminated. (SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT) The date on which such request for restoration is signed governs the beginning date of aid (unless the status of eligibility requires the board of supervisors to specify later date), and the effective date of restoration is determined as follows:

1. Aid shall be restored on the date the request for restoration is signed if the aid is granted by the board of supervisors in the same month in which the request is signed.

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON MARCH 23.  
AID BEGINS MARCH 16.

2. Aid shall be restored on the first day of the month in which aid is granted by the board of supervisors when the request for restoration has been signed in a previous month and 30 days or less have elapsed between the date the request was signed and the date aid is granted by the board of supervisors.

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON APRIL 15.  
AID BEGINS APRIL 1.

3. When investigation of the request for restoration is not completed within 30 days from the signing of the request and aid is granted by the board of supervisors on the 31st or some subsequent day, aid shall be restored on the first day of the month during which the 30-day period ends.

The day following that on which the former recipient requests restoration represents the first day of the investigation period. When the 30th day falls on a Sunday or a legal holiday, the following day is considered the 30th day. The date on which the board of supervisors acts on the request for restoration is the date on which the investigation is completed. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS)

EXAMPLE: RESTORATION IS REQUESTED ON MARCH 16; GRANTED BY BOARD OF SUPERVISORS ON MAY 5.  
THE 30-DAY PERIOD ENDS APRIL 15. RETROACTIVE AID IS PAID FROM APRIL 1.  
(W&IC 2140, 2182, 2183.9)

611-50 (Continued)

611-50

EXAMPLE C: A MOTHER MAKES APPLICATION FOR ANC FOR TWO CHILDREN ON JUNE 5. AN ADDITIONAL CHILD LIVING OUTSIDE THE STATE RETURNS TO THE HOME ON JULY 6, BEFORE COMPLETION OF THE INVESTIGATION FOR THE FIRST TWO CHILDREN. THE MOTHER MAKES APPLICATION FOR ANC FOR THIS CHILD ON JULY 8. THE 90-DAY PERIOD FOR THE ADDITIONAL CHILD BEGINS JULY 9.

EXAMPLE D: A MOTHER MAKES APPLICATION FOR ANC FOR TWO CHILDREN ON JUNE 5. THE APPLICATION IS GRANTED SEPTEMBER 15 AND AID BEGINS SEPTEMBER 1. A CHILD WHO HAS BEEN RECEIVING A FREE HOME WITH RELATIVES RETURNS TO HIS MOTHER'S HOME ON OCTOBER 10 AND THE APPLICATION FOR ANC FOR THIS CHILD IS SIGNED ON OCTOBER 15. THE 90-DAY PERIOD FOR THIS CHILD BEGINS ON OCTOBER 16. IF THE APPLICATION IS ACTED UPON BY THE BOARD OF SUPERVISORS IN JANUARY OR SUBSEQUENT THERETO, AID BEGINS JANUARY 1.

In ANC, when eligibility or ineligibility status has not been determined for one or more of the family group included on the original application and board of supervisors' action is withheld for such child or children until a later date, the 90-day period for the additional child or children begins on the day following that on which the original application was signed. A separate Certificate of Verification of Eligibility (Form CA 201) is required (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS).

4. When an application for aid has been improperly denied and such action is later rescinded, aid shall begin on the date aid would have begun had there been no denial action (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN AND 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).
5. Aid shall begin on the date specified by the SSWB in an order awarding aid. (SEE SEC. 325-70, DECISION BY SSWB)

The beginning date of aid shall not antedate the signing of the application. Exception: When the recipient transfers from one county to another, the beginning date of aid in the second county may antedate the signing of the application in the second county. (SEE SEC. 122-50, REMOVAL FROM COUNTY OF RESIDENCE.)

If investigation established eligibility only from a date subsequent to the date when aid should be effective under the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, aid shall not be granted prior to the date on which the applicant became eligible as established by the investigation.

When the provisions of W&IC Sec. 2183, or 2183.9 in OAS, Sec. 3082 in ANB, Sec. 3460 in APSB, or Sec. 1550 in ANC, indicate that aid should begin from the first of a month preceding that in which the board of supervisors grants the application, but because of ineligibility of the applicant during one or more of such months, retroactive aid is not paid, a statement of the specific reason for the applicant's ineligibility for such payment shall be made on the Certificate of Verification of Eligibility. (Form Ag, B1, CA 201) (W&IC 1550, 1560, 2140, 2183, 2183.9, 3075, 3082, 3460; FSSB)

611-70 (Continued)

611-70

EXAMPLE B: OAS REQUEST FOR RESTORATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT MADE ON FEBRUARY 16, APPROVED BY BOARD OF SUPERVISORS ON APRIL 5 WITH AID TO BEGIN MARCH 1. MARCH AND APRIL PAYMENTS SHALL BE MADE IN APRIL.

The amount of the grant for each month for which retroactive aid is paid shall be the amount to which the applicant (child or children in ANC) is eligible. (SEE SECS. 201-25, WHEN APPLICATION TO BE TAKEN, AND 250-00, DISPOSAL OF APPLICATIONS.)

EXAMPLE C: THE 60-DAY PERIOD EXPIRED SEPTEMBER 27, BUT DETERMINATION OF ELIGIBILITY FOR OAS BY BOARD OF SUPERVISORS' ACTION IS NOT UNTIL NOVEMBER 3. AID IS GRANTED EFFECTIVE OCTOBER 1. THE APPLICANT HAS A REGULAR INCOME OF \$25 A MONTH FROM A VETERAN'S PENSION AND \$4 A MONTH VALUE OF OCCUPANCY MAKING A TOTAL INCOME OF \$29 A MONTH. THIS RECIPIENT HAS REQUESTED THAT HIS NEEDS BE DETERMINED ON A BUDGETARY BASIS AND TOTAL NEEDS ARE FOUND TO HAVE BEEN \$67 IN OCTOBER, BUT INCREASED TO \$77 ON NOVEMBER 1. ON NOVEMBER 3, THEREFORE, AID IS GRANTED EFFECTIVE OCTOBER 1, AND THE CERTIFICATE OF ELIGIBILITY SHOWS A TOTAL NEED OF \$67, INCOME \$29. GRANT OF AID \$38. ALSO ON NOVEMBER 3 THE BOARD OF SUPERVISORS ACTS ON A NOTICE OF CHANGE INCREASING AID TO \$48 EFFECTIVE NOVEMBER 1. (TOTAL NEED \$77 LESS INCOME \$29 EQUALS \$48). THE OCTOBER GRANT OF \$38 AND THE NOVEMBER GRANT OF \$48 ARE BOTH DELIVERED IN NOVEMBER.

EXAMPLE D: APPLICATION FOR ANB SIGNED JUNE 8. THE 90-DAY PERIOD TERMINATED SEPTEMBER 6, BUT THE APPLICATION IS NOT GRANTED BY THE BOARD OF SUPERVISORS UNTIL NOVEMBER 8. AID IS GRANTED FROM SEPTEMBER 1, THE FIRST OF THE MONTH IN WHICH THE END OF THE 90-DAY PERIOD OCCURRED. IN SEPTEMBER THE APPLICANT RECEIVED \$15 NET RENTAL INCOME, BUT NO SUBSEQUENT RENTAL WAS RECEIVED DUE TO VACANCY. AS THE APPLICANT DID NOT HAVE EXCESS NEED FOR SEPTEMBER \$45 IS GRANTED FOR THAT MONTH AND THIS AMOUNT IS REPORTED ON THE CERTIFICATE OF ELIGIBILITY. A NOTICE OF CHANGE INCREASING THE GRANT TO \$60 EFFECTIVE OCTOBER 1 IS ALSO ACTED UPON BY THE BOARD OF SUPERVISORS ON NOVEMBER 8. THE WARRANTS FOR SEPTEMBER, OCTOBER, AND NOVEMBER ARE DELIVERED IN NOVEMBER.

EXAMPLE E: THE 90-DAY PERIOD TERMINATED OCTOBER 13, BUT THE APPLICATION FOR ANC IS NOT GRANTED UNTIL NOVEMBER 8. AID IS GRANTED FROM OCTOBER 1, THE FIRST DAY OF THE MONTH IN WHICH THE END OF THE 90-DAY PERIOD OCCURRED. IN OCTOBER, THE FAMILY UNIT HAD INCOME FROM THE MOTHER'S EARNINGS IN THE AMOUNT OF \$40, WHICH LEFT A BUDGETARY DEFICIENCY OF \$60. THIS EMPLOYMENT WAS FOR OCTOBER ONLY, AND THE AMOUNT NEEDED TO MEET THE BUDGETARY DEFICIENCY SUBSEQUENT TO OCTOBER WAS \$100. AID FOR OCTOBER WAS GRANTED IN THE AMOUNT OF \$60, AND IS SO REPORTED ON THE CERTIFICATE OF ELIGIBILITY. ON THE SAME DATE THAT THE BOARD OF SUPERVISORS GRANTED AID IN THE AMOUNT OF \$60, EFFECTIVE OCTOBER 1, A NOTICE OF CHANGE INCREASING AID EFFECTIVE NOVEMBER 1, IS ACTED UPON. THE NOVEMBER WARRANT FOR \$100, TOGETHER WITH THE OCTOBER WARRANT OF \$60, IS DELIVERED IN NOVEMBER. (W&IC 1550, 1560, 2140, 2183, 2183-9, 3075, 3082, 3460)

611-60 INITIAL PAYMENTS  
OAS, ANB, APSB, ANC

611-60

Initial payments are the first payments made on new applications and restorations.

Initial payments of aid shall be made within the month for which such aid is granted except in the instances listed in Sec. 611-70, Retroactive Initial Payments or where the initial payment is suspended under the provisions of Sec. 361-30, Suspension Procedure.

When aid begins on the first day of a month, payment shall be made for the full month. When aid begins during a month, the initial payment shall cover only the portion of the month for which aid is granted including the beginning day. (W&IC 1550, 1560, 2140, 2182, 2183, 2183.9, 3075, 3082, 3084, 3460; FSSB)

611-70 RETROACTIVE INITIAL PAYMENTS  
OAS, ANB, APSB, ANC

611-70

Initial grants of aid shall be paid for months prior to action by the board of supervisors on an application in the following instances: (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY)

1. When aid is granted on appeal by the SSWB or by the board of supervisors.
2. When the SDSW concurs in a county recommendation that retroactive aid be paid. (SEE SEC. 325-42, STIPULATED APPEALS.)
3. When retroactive aid is granted because an application for aid has been improperly denied and such action is later rescinded (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS, AND 201-25, WHEN APPLICATION TO BE TAKEN.)
4. When retroactive aid is granted because the investigation is not completed by action of the board of supervisors within 30, 60, or 90 days after application is made. (See the following paragraphs in this section.)

In OAS when the investigation has required more than 60 days on new applications and more than 30 days on restorations in the same county after discontinuance due to employment (SEE SEC. 230-90, INVESTIGATION OF APPLICATION AFTER DISCONTINUANCE DUE TO EMPLOYMENT) and in ANB, APSB and ANC when the investigation has required more than 90 days for completion and the payment of retroactive aid is necessary, the payment of such retroactive aid represents the initial payment. Such payment will not be made in the month or months for which the retroactive aid is granted. In such cases, the retroactive payments shall be made in the month of board of supervisors' action granting the application. (SEE SEC. 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS, 611-55, BEGINNING DATE OF AID--RESTORATIONS, AND 627-30, BASIS FOR FEDERAL PARTICIPATION.)

EXAMPLE A: AN ANB, APSB, OR ANC APPLICATION SIGNED AUGUST 5, APPROVED BY BOARD OF SUPERVISORS THE FOLLOWING JANUARY 10 WITH AID TO BEGIN NOVEMBER 1. NOVEMBER, DECEMBER AND JANUARY PAYMENTS SHALL BE MADE IN JANUARY.

(Section Continued on Next Page)

611-95 REISSUANCE OF WARRANTS  
OAS, ANB, APSB, ANC

611-95

Whenever a warrant has been lost or destroyed before it has been paid by the county treasurer, the amount due may be recovered by the payee by filing with the county auditor prior to the time the warrant shall become void as provided in Sec. 611-90, an affidavit setting forth the fact of the loss or destruction of the warrant, together with all material facts relative thereto known to the affiant, the amount, the name of the payee, and the date and number of the warrant if the same are known to the affiant. Upon receipt of the affidavit, and without the filing of any bond by the payee, the county auditor shall issue and deliver to the payee of the original warrant a duplicate warrant for the full amount of the original warrant and the county treasurer shall pay the duplicate warrant in lieu of the original warrant. Such duplicate warrant must be presented for payment within the same time limit set for the original warrant. A warrant shall be considered to have been lost if it has been mailed and has not been received by the addressee within 20 days after the date of mailing. (W&IC 1560, 2140, 3075, 3460; Pol. C. 4082)

612-00 FINANCIAL RECORDS FOR INDIVIDUAL CASES  
OAS, ANB, APSB, ANC

612-00

The following procedure is advised:

An individual account should be kept in the county for each recipient of aid. Such a record should include the name of the grantee and/or payee, the State case number, the amount of the grant, the effective date of the grant, all changes in the rates of aid, the effective dates of such changes, the dates of payment and warrant numbers. All payments should be posted to these accounts. Cancellations, collections, and other adjustments should be recorded.

These records should be filed in numerical sequence by State number. The issuance of warrants and payroll listings should follow the same order to facilitate posting. (W&IC 1560, 2140, 3075, 3460)

611-80 PAYMENTS MADE UPON ORDER OF THE SSWB  
OAS, ANB, APSB, ANC

611-80

Payment shall be made in the amount awarded and for the period designated by the order of the SSWB in cases of appeal. State participation is available in all such payments. Federal participation is available for retroactive payments in such cases for not more than two months immediately preceding the month in which the appeal is signed (SEE SEC. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL), except in APSB and certain ANC cases where there is no Federal participation. (SEE SEC. 325-90, DISPOSITION OF CASE AFTER SSWB DECISION) (W&IC 1552, 1560, 2140, 2182, 3075, 3086, 3460)

611-90 CANCELLATION OF AID WARRANTS  
OAS, ANB, APSB, ANC

611-90

Any warrant issued in payment of aid shall not be redeemed and shall be void if not presented for payment within six months after date of issuance. Every aid warrant should carry notice of this fact conspicuously on its face in order that persons holding such warrants will present them for payment within the time limit specified. The following wording is suggested: "Void after six months from date of warrant." (W&IC 1560, 2140, 3075, 3460; POL. C. 4095)

626-40 (Continued)

626-40

Aid claims shall include all county approved cases on which aid has been paid for the current month. Payments made during the current month for previous months shall also be included in the claim for the current month, but shall be listed on a separate supplemental pay roll. (SEE SEC. 626-50, SUPPLEMENTAL AID CLAIMS.) (W&IC 1556, 1556.5, 1559, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

County institutional claims in OAS and ANB should include all persons confined in county hospitals or infirmaries during the current month who meet the requirements of Secs. 2160.7 and 3044.1 of the W. & I. C. (SEE SECS. 627-25, COUNTY INSTITUTIONAL CLAIM UNDER W&IC SECS. 2160.7 AND 3044.1, 629-99, COUNTY AID CLAIM FORMS AND 165-0 PAYMENT TO COUNTY UNDER W&IC SECS. 2160.7 AND 3044.1) (W&IC 2140, 2160.7, 3075, 3044.1)

**626-45 CLAIMS ON SUSPENDED AID PAYMENTS**  
OAS, ANB, APSB, ANC

626-45

A claim shall always be made on the monthly pay roll for any suspended case, and the pay roll shall be allowed as claimed. When the warrant covering the claim is not paid and is later canceled, the cancellation shall be reported on a subsequent monthly claim. When not reported, the SDSW shall deduct the amount of the canceled warrant from a subsequent claim on the basis of the Notice of Change (Form Ag, B1, CA 232) previously sent to the SDSW. (SEE SECS. 361-30, SUSPENSION PROCEDURE, 361-35, CHANGES IN AMOUNT OF GRANT DURING SUSPENSION OF AID, 626-50, SUPPLEMENTAL AID CLAIMS AND 628-05, REPORTING OF CANCELLED AID WARRANTS.)

Federal participation is available on suspended aid payments, provided other Federal eligibility requirements are met. (W&IC 1556, 1556.5, 1559, 2140, 2189, 3075, 3087.3, 3460, 3482; FSSB)

**626-50 SUPPLEMENTAL AID CLAIMS**  
OAS, ANB, APSB, ANC

626-50

Aid claims supplementing the original claims filed for prior months are approved by the SDSW only when retroactive payments are made as specified in Sec. 361-25, Retroactive Aid Payments by County, and under the following conditions:

1. In ANC, when investigation of eligibility for one or more of the family group included either on the original application or on a separate subsequent application is completed by a later board action but no retroactive payment is made because the full budgetary needs of the additional child were met in the original grant for the family unit. (SEE SEC. 250-00, DISPOSAL OF APPLICATIONS, AND 611-50, BEGINNING DATE OF AID--NEW APPLICATIONS.) In this instance, reimbursement may be obtained retroactively by filing a supplemental claim covering the balance of State participation due for the additional child/children on the basis of the amount originally paid.

(Section Continued on Next Page)

626-20 (Continued)

626-20

3. Report of Adjustments (Form CA 803) which shows adjustments made during the month;
4. Report of Cancelled Warrants (Form CA 804) which shows warrants cancelled during the month on which participation was allowed in previous months;
5. Report of Collections (Form CA 805, formerly CA 34 DFA) which shows collections made during the month.

(W&IC 1556, 1556.5, 2160, 7, 2189, 3044.1, 3087.3, 3482)

626-30 COUNTY DESIGNED AID CLAIM FORMS  
OAS, ANB, APSB, ANC

626-30

The information required on SDSW prescribed forms is the minimum information permissible. Any special county forms shall contain all items required on prescribed SDSW forms. When SDSW forms are not adaptable to special mechanical equipment of a county, forms designed by the county may be used upon approval by the SDSW. (W&IC 1556, 1556.5, 1560, 2140, 2189, 3075, 3087.3, 3460, 3482)

626-40 SUBMISSION OF AID CLAIMS  
OAS, ANB, APSB, ANC

626-40

Aid claims shall be submitted to the SDSW immediately after the end of the month during which aid payments are made. The ability of the SDSW to submit quarterly statements of expenditures as required by the Federal Government depends upon the prompt submission of aid claims by the counties. Every county should so organize its procedures that it can transmit monthly aid claims immediately after the end of the month and not later than the tenth of the subsequent month.

Cases listed on the pay rolls shall be in State case number order, with the following exception: Cases which have not yet been assigned State numbers shall be listed at the end of the pay roll in alphabetical order. Additional pay rolls for the current month shall be compiled as prescribed above, cross-referenced to and combined with the main pay roll and submitted as one claim.

All copies of the aid claimed shall be legible and identical. Care shall be taken that corrections made on one copy are made on the other copies; that no pages are missing or defaced; that the same items appear on the same page of each copy; that related items in the various columns on the forms are in alignment; and that all pages are numbered.

(Section Continued on Next Page)

626-60 IDENTIFICATION ON AID PAY ROLLS  
OAS, ANB, APSB, ANC

626-60

The following information shall be included on each aid pay roll (Form Ag, Bl, CA 801, CA 801-BHI): county filing claim; month and year for which claim is filed; warrant numbers and dates (except on county hospital claims); State case numbers; and apportionment of grants. (SEE SEC.627-20, APPORTIONMENT OF GRANTS.)

In OAS, ANB, and APSB, the recipient's name shall be shown exactly as it appears in the signature on his Application (Form Ag, Bl 200) and on the warrant. When a guardian of the estate or of the person and estate has been legally appointed, both the name of the guardian and the recipient are shown on the aid pay roll (Form Ag, Bl 801).

In ANC, the name of the payee shall be shown exactly as it appears on the application (Form CA 200) or latest Notice of Change (Form CA 232) and the warrant, with the family and given names of all the children for whom aid has been granted. The total numbers of children in each family budget unit eligible and ineligible to Federal participation are also shown on the aid payroll (Form CA 801).

(SEE SEC. 610-40, IDENTIFICATION ON WARRANTS, SEC. 202-20, THE APPLICATION FORM AND SEC. 629-99, COUNTY AID CLAIM FORMS.) (W&IC 1556, 1556.5, 2140, 2189, 3087.3, 3482)

626-50 (Continued)

626-50

2. When warrants are issued in lieu of canceled warrants. (SEE SEC. 628-06,  
CLAIM FOR WARRANTS ISSUED IN LIEU OF CANCELED WARRANTS.)

A separate supplemental pay roll (Form Ag, Bl, CA 801 and CA 801-BHI) shall be prepared each month. It shall cover all of the retroactive payments made during that month for prior months, shall be attached to the regular current month's pay roll, and shall be submitted to the SDSW under one affidavit. The supplemental pay roll shall be marked "Supplement for prior months," shall show the month during which payments are made, and shall clearly indicate the amount paid for each month and the month for which each payment is made.

A separate Recapitulation Sheet (Form Ag, Bl, CA 802) shall be submitted covering the supplemental claim for prior months and shall be marked "Supplement for prior months." The totals shall be carried forward to the column for prior months on the Aid Affidavit (Form Ag, Bl, CA 800 and CA 800-BHI).

EXAMPLE: IN JANUARY, AID IS APPROVED TO BEGIN ON NOVEMBER 1, AND IN JANUARY WARRANTS ARE ISSUED FOR NOVEMBER, DECEMBER AND JANUARY. THE JANUARY WARRANT IS REPORTED ON THE REGULAR CURRENT PAY ROLL BUT A SEPARATE SUPPLEMENTAL JANUARY PAY ROLL IS PREPARED COVERING THE AID PAID FOR BOTH NOVEMBER AND DECEMBER AND IS MARKED "SUPPLEMENT FOR PRIOR MONTHS." ALL OTHER WARRANTS ISSUED IN JANUARY FOR PRIOR MONTHS ARE ALSO INCLUDED ON THE SAME SUPPLEMENTAL JANUARY PAY ROLL. THE AMOUNT PAID FOR EACH MONTH FOR EACH CASE IS CLEARLY REPORTED. THE REGULAR PAY ROLL AND RECAPITULATION SHEET COVERING PAYMENTS MADE FOR THE MONTH OF JANUARY AND THE JANUARY SUPPLEMENTAL PAY ROLL AND RECAPITULATION SHEET FOR PRIOR MONTHS ARE SUBMITTED AS ONE CLAIM. (EXCEPTION: THERE IS NO RECAPITULATION SHEET FOR BHI CLAIMS.) THE TOTALS FOR EACH PAY ROLL ARE CARRIED FORWARD TO THEIR RESPECTIVE COLUMNS FOR CURRENT AND PRIOR MONTHS ON THE JANUARY AID AFFIDAVIT (FORM AG, BL, CA 800 AND CA 800-BHI).

Documents substantiating amounts claimed shall be on file with SDSW, as provided in Sec. 628-10, State Audit of Aid Claims. (W&C 1550, 1556, 1560, 2140, 2183.2, 2189, 3075, 3082, 3087.3, 3460)

627-30 (Continued)

627-30

3. When the beginning date of aid originally established on an application is not in accordance with the legal provisions of the W. & I. Code and a subsequent corrective action is taken beginning aid at an earlier date. The Federal government participates providing the retroactive aid is not for a month(s) prior to the month of the original action and further providing that the corrective action is taken and the warrant is delivered by the end of the second month in which the original action was taken.

EXAMPLE B: AN OAS APPLICATION WHICH WAS SIGNED ON JULY 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON SEPTEMBER 15, AID TO START EFFECTIVE OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF W. & I. CODE SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1. THERE IS FEDERAL PARTICIPATION IN THE WARRANT ISSUED IN NOVEMBER FOR SEPTEMBER AS THERE WOULD HAVE BEEN NO RETROACTIVE INITIAL PAYMENT IF THE ORIGINAL ACTION IN SEPTEMBER HAD BEEN CORRECT.

EXAMPLE C: AN OAS APPLICATION WHICH WAS SIGNED ON JUNE 15 WAS APPROVED BY THE BOARD OF SUPERVISORS ON OCTOBER 15, AID TO BEGIN OCTOBER 1. ON OCTOBER 25 THE COUNTY DISCOVERS THAT AID SHOULD HAVE BEEN EFFECTIVE SEPTEMBER 1 ACCORDING TO THE PROVISIONS OF THE W. & I. CODE SEC. 2183. ON NOVEMBER 2 THE BOARD OF SUPERVISORS TAKES ACTION CORRECTING THE ERRONEOUS BEGINNING DATE OF AID BY ORDERING AID PAID EFFECTIVE SEPTEMBER 1. THERE IS NO FEDERAL PARTICIPATION IN THE AID PAID IN NOVEMBER FOR SEPTEMBER AS THE ORIGINAL BOARD OF SUPERVISORS' ACTION OCCURRED IN OCTOBER. HAD AID BEEN CORRECTLY APPROVED FROM SEPTEMBER 1 IN OCTOBER, THERE WOULD HAVE BEEN NO FEDERAL PARTICIPATION AS THE INITIAL PAYMENT WOULD HAVE BEEN RETROACTIVE.

Federal participation is available for retroactive aid in the following situations (SEE SEC. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY).

#### 4. Increased Payment

When a payment of aid has been made in accordance with the authorized award and is later found to be less than the amount to which the recipient (or child or children in ANC) was eligible. The Federal government participates in additional payments authorized and delivered before the end of the second month following that in which the underpayments occurred.

#### 5. Correction of Erroneous Payment

a. When a payment in a particular month is made for less than the authorized award for that month and the error is corrected by delivery of an additional warrant within a three-month period, including the month in which the erroneous payment was made. No action of the board of supervisors is necessary.

b. When a payment is made in excess of the authorized award. The Federal government participates in the excess payment only if the amount of the excess is taken into consideration in determining the grant for either of the two months following the month in which the overpayment was made.

(Section Continued on Next Page)

627-30 BASIS FOR FEDERAL PARTICIPATION  
OAS, ANB, ANC

627-30

Basis for Federal Participation:  
OAS, ANB

In OAS and ANB the maximum basis for Federal participation is \$40. The actual Federal share is one-half the monthly grant up to a total grant of \$40 (the maximum being \$20) on all cases which meet Federal eligibility requirements. There is no Federal participation in the APSB program. (W&IC 2186, 3087; FSSA)

ANC

In determining the maximum basis on which the Federal share is computed in ANC, the total grant to a family budget unit is considered. The maximum Federal basis is \$18 for one child and \$12 for each additional eligible child in the family budget unit. Therefore, if there is one eligible child in a family budget unit, the maximum basis for Federal participation is \$18, if there are two eligible children in the family budget unit, the maximum basis for Federal participation is \$30; if there are three eligible children, the maximum basis is \$42; etc. The actual Federal share is one-half of the amount paid up to the maximum Federal basis. (W&IC 1553, 1560; FSSA)

EXAMPLE A: A FAMILY BUDGET UNIT CONSISTS OF FOUR ELIGIBLE CHILDREN AND THE TOTAL GRANT TO THE FAMILY PAID BY ONE WARRANT IS \$60. THE BASIS FOR FEDERAL PARTICIPATION IN THIS CASE IS \$54 (THE MAXIMUM FEDERAL BASIS FOR FOUR CHILDREN). (SEE CASE NO. 4, FORM CA 801)\*

When one or more children of a family group have non-county status and the remaining children have regular status, the \$18 basis for Federal participation is allocated to a child having regular status. (SEE CASE NO. 5, FORM CA 701.)\* (W&IC 1556, 1560)

When Federal Participation is Available:  
OAS, ANB, ANC

The first payments made on new applications and restorations are initial payments. Federal participation is available in initial payments provided the board of supervisors' action occurs within the month for which the aid is granted and the warrant is delivered prior to the end of the second month following the month for which the aid is granted. Federal participation is also available in initial payments as follows:

1. In appeal cases granted by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, plus the month during which the appeal was signed and the two preceding months.
2. When an application for aid has been improperly denied and such action is later rescinded. The Federal government participates in the payment for the month in which the rescinding action was taken (and the payment was delivered) and the two preceding months (SEE SEC. 201-25, WHEN APPLICATION TO BE TAKEN).

\*EXAMPLES OF THE VARIOUS TYPES OF CASES ARE SHOWN ON THE SAMPLE FORMS IN SEC. 629-99, COUNTY AID CLAIM FORMS.

(Section Continued on Next Page)

627-30 (Continued)

627-30

In ANC when reimbursement is claimed retroactively for an additional child/children, but no retroactive payment is made because the full budgetary needs of the additional child/children were met in the original grant for the family unit, Federal participation is available if the investigation is completed within three months from the beginning date of aid for the additional child/children. (SEE ITEM 2 IN SEC. 626-50, SUPPLEMENTAL AID CLAIMS) (FSSB)

EXAMPLE G: APPLICATION IS SIGNED IN JUNE FOR 3 CHILDREN. INVESTIGATION IS COMPLETED IN AUGUST FOR TWO OF THE CHILDREN, AND AID IS GRANTED EFFECTIVE AUGUST 1 FOR THESE TWO CHILDREN. THE WARRANT COVERS THE FULL BUDGET DEFICIENCY. INVESTIGATION FOR THE ADDITIONAL CHILD IS COMPLETED IN NOVEMBER AND BOARD OF SUPERVISORS' ACTION IS TAKEN IN THAT MONTH. STATE PARTICIPATION IS ALLOWED RETROACTIVELY FROM SEPTEMBER 1, AS THE 90-DAY PERIOD ENDED IN SEPTEMBER. SINCE THE INVESTIGATION FOR THE ADDITIONAL CHILD WAS COMPLETED WITHIN THREE MONTHS FROM THE BEGINNING DATE OF AID FOR THAT CHILD (SEPTEMBER 1), FEDERAL PARTICIPATION IS AVAILABLE FROM SEPTEMBER 1.

IN THE SAME SITUATION, IF THE INVESTIGATION HAD NOT BEEN COMPLETED UNTIL DECEMBER (MORE THAN 3 MONTHS FROM BEGINNING DATE OF AID FOR THE ADDITIONAL CHILD), FEDERAL PARTICIPATION WOULD NOT BE AVAILABLE UNTIL DECEMBER 1.

#### Hospitalization:

Federal participation is available for a recipient (in ANC the child for whom aid is granted) receiving medical or surgical care in a public institution until the end of the month following that in which the recipient is admitted to the hospital. Exception: Federal participation in two monthly payments is available when determination has been made that the hospitalization is for a temporary period. (SEE SEC. 164-10, ELIGIBILITY DURING HOSPITALIZATION)

EXAMPLE H: AN OAS RECIPIENT IS ADMITTED TO COUNTY HOSPITAL AUGUST 10. AID IS PAID FOR SEPTEMBER AND OCTOBER BECAUSE ON THE FIRST OF EACH MONTH HE HAS NOT BEEN IN THE HOSPITAL FOR TWO CALENDAR MONTHS. IF A DETERMINATION IS MADE THAT HOSPITALIZATION WILL BE TEMPORARY, THERE IS FEDERAL PARTICIPATION IN BOTH THE SEPTEMBER AND OCTOBER PAYMENTS. IF, HOWEVER, HOSPITALIZATION IS NOT DETERMINED TO BE TEMPORARY, FEDERAL REIMBURSEMENT IS AVAILABLE ONLY THROUGH THE MONTH OF SEPTEMBER.

#### Guardianship:

In OAS and ANB, there is no Federal participation in payments made to a guardian who is an employee of the SDMH. (SEE SEC. 230-60, GUARDIANSHIP)

#### References to Other Manual Sections:

For further discussion of Federal participation see Secs. 627-45, Partial Months' Claims--Bases for State and Federal Participation; 627-80, Federal Participation on Children Between Ages of 16 and 18 Years; 627-85, Federal Participation When an Additional Child Becomes Eligible for Aid During Month; 627-90, Two or More Family Budget Units in One Household; and 628-00, Payees Eligible Under Social Security Act. (W&IC 1553, 1560, 2140, 2186, 3075, 3087; FSSB)

627-30 (Continued)

627-30

**6. Delayed Payment**

When a grant of aid has been properly authorized but either the issuance or release of the warrant has been delayed in such situations as Items 3 through 8 in Sec. 361-25, Retroactive Aid Payments by County. The Federal government participates provided the payment is released within the two months following the month for which delivery was withheld.

**7. Payment with Respect to an Erroneous Discontinuance**

When an erroneous discontinuance is later rescinded. The Federal government participates in the payment for the month in which the rescinding action is taken (and the payment is delivered) and the two preceding months.

**8. Appeals Granted by SSWB**

When a retroactive payment has been made to carry out an appeal decision by the SSWB. The Federal government participates in the payment for all or any part of the period during which the appeal was pending, in addition to the month during which the appeal was signed and the two preceding months.

Federal participation is not available for retroactive payments for any months between the expiration of the investigation period and the month(s) in which assistance is authorized except when aid has been improperly denied and such action is later rescinded. (SEE SEC. 611-70, RETROACTIVE INITIAL PAYMENTS, AND 626-50, SUPPLEMENTAL AID CLAIMS.)

EXAMPLE D: REQUEST FOR RESTORATION OF OAS AFTER DISCONTINUANCE DUE TO EMPLOYMENT IS MADE ON MARCH 16. THE 30-DAY INVESTIGATION PERIOD EXPIRES APRIL 15, BUT DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL MAY 5, WHEN AID IS GRANTED TO BEGIN APRIL 1, THE FIRST OF THE MONTH DURING WHICH THE 30-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENT MADE IN MAY FOR APRIL.

EXAMPLE E: APPLICATION FOR OAS IS SIGNED ON SEPTEMBER 25. THE 60-DAY INVESTIGATION PERIOD EXPIRES ON NOVEMBER 24. DETERMINATION THAT APPLICANT IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL FEBRUARY 5, WHEN THEY GRANT AID TO BEGIN DECEMBER 1, THE FIRST OF THE MONTH FOLLOWING THE EXPIRATION OF THE 60-DAY PERIOD. THERE IS NO FEDERAL PARTICIPATION IN THE OAS PAYMENTS MADE IN FEBRUARY FOR DECEMBER AND JANUARY.

EXAMPLE F: APPLICATION FOR ANB OR ANC IS SIGNED ON AUGUST 5. THE 90-DAY INVESTIGATION PERIOD EXPIRES NOVEMBER 3. DETERMINATION THAT APPLICANT OR CHILD IS ELIGIBLE IS NOT MADE BY THE BOARD OF SUPERVISORS UNTIL JANUARY 10, WHEN AID IS APPROVED TO BEGIN NOVEMBER 1, THE FIRST OF THE MONTH DURING WHICH THE 90-DAY PERIOD EXPIRES. THERE IS NO FEDERAL PARTICIPATION IN THE ANB OR ANC PAYMENTS MADE IN JANUARY FOR NOVEMBER AND DECEMBER.

(Section Continued on Next Page)

646-80 (Continued)

646-80

2. Administrative Expense Worksheet - Salaries and Wages (Form DFA 64), shall be submitted in triplicate. This form shows allocation of expenditures based on Monthly Time Record (Form DFA 43), for salaries and wages paid full and/or part time employees. (SEE FORM DFA 64 IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

Column 2, Name and Classification Title of Each Employee, list the name as it appears on county pay roll records and the abbreviated classification title of each employee. Abbreviations used shall be those shown in Glossary - Merit System Classification Abbreviations.

Column 3, Month Covered, show the month for which each expenditure is applicable.

Column 4, Gross Total Expenditures, and Column 6, Total Allocable Expenditures, list actual compensation received as salary or wage. Do not include monies received for travel or other expenses. (W&IC 1560,2140,3075;FSSA)

Column 11, Aid to Needy Children, Ineligible, enter administrative expense for boarding homes or institution cases and children claimed ineligible on Aid Affidavit (Form CA 800).

Column 13, Other Welfare Programs, enter also administrative expense for licensing and inspection of boarding homes and institutions.

3. Summary of County Employees Paid Less Than Full Time Monthly Salary (Form DFA 64B), shall be submitted in triplicate. This form provides for listing all persons employed for less than one full month and shows the dates employed, the total number of days paid, the regular rate for one full month's employment and the amount of warrant issued. When no employees listed on Form DFA 64 were

(Section Continued on Next Page)

**646-80 FORMS USED IN ADMINISTRATIVE EXPENSE CLAIMS  
OAS, ANB, ANC****646-80**

Monthly administrative expense claims consist of the following forms:

1. Administrative Expense Affidavit (Forms Ag, Bl, CA 807), on which county officers attest to the amount of participation due for administrative expenses, shall be submitted in duplicate. (SEE FORMS AG, BL, CA 807, IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

Separate supplemental aged Administrative Affidavits are not required. Claim for additional reimbursement of administrative expense for Federal supplemental OAS shall be included as a separate item on the Form Ag 807.

Items 1 and 4 on Form Ag 807 cover the current month and do not include supplemental claims;

Item 2 on Form Ag 807 provides for the insertion of the Additional Amount Due from Federal Funds for OAS assistance covering prior months, which has been listed in column B and totaled in Item 10 on the current Aged Aid Affidavit, Form Ag 800;

Item 3 on Form Ag 807, is the sum of Items 1 and 2;

Item 5 on Form Ag 807, Total Amount Due from Federal Funds for Administrative Expense for OAS, is the amount claimed for reimbursement of expenditures covering current and prior months.

In ANC, expenditures incurred for children in boarding homes or institutions and for children otherwise ineligible to Federal participation claimed on the Aid Affidavit (Form CA 800) shall be included in item 2 on the Administrative Expense Affidavit (Form CA 807).

(Section Continued on Next Page)

646-80 (Continued)

646-80

Alternate Administrative Expense Worksheets (Form DFA 64 Alternate and 64A Alternate) are provided to facilitate the segregation of programs in those counties where there are diversified activities involving other welfare programs.

The alternate worksheets (Form DFA 64 Alternate and 64A Alternate) include two pages each; page two provides, in addition to a column for GR, columns for Commissary, CWS, etc. Six additional columns are provided for the insertion of other programs or projects upon which welfare employee time or funds have been expended such as Civilian War Assistance and Enemy Alien Assistance.

Combinations of joint expenditures shall be itemized, by inserting column numbers of programs concerned, in columns provided on alternate Administrative Expense Worksheets (Column 22 of Form DFA 64 Alternate, and Column 21 of Form DFA 64A Alternate.) Joint and Over-all expenditures shall be distributed to the programs in accordance with Sec 646-70, Rules for Allocating Administrative Expense.

If Form DFA 64, Alternate, is used, report the expenditures incurred for children in boarding homes or institutions and children claimed ineligible on Aid Affidavit (Form CA 800) under Column 11, Aid to Needy Children, Ineligible.

If Form DFA 64A, Alternate, is used, report expenditures incurred for licensing and inspection of boarding homes and institutions under a column headed "OWP" or "other Welfare Programs."

Care shall be exercised to follow line numbers on the Administrative Expense Worksheets in extending total allocable expenditures on Page 1 to the columns on Page 2.

Claims for administrative expense shall be submitted immediately after close of each month. A separate claim shall be submitted for each calendar month. (SEE SECS. 601-00, QUARTERLY ESTIMATES OF EXPENDITURES FOR AID AND ADMINISTRATION, 601-10, QUARTERLY ADJUSTMENT OF FUNDS, 628-10, STATE AUDIT OF AID CLAIMS, AND 628-20, AID CLAIM CORRECTION.)(W&IC 1560, 2140, 3075; FSSB)

646-80 (Continued)

646-80

paid for less than one full month, it is not necessary to submit Form DFA 64B. (SEE SEC. 645-50, COMPUTING LESS THAN FULL MONTHLY SALARY.) (SEE FORM DFA 64B IN SEC. 646-99, ADMINISTRATIVE EXPENSE FORMS.)

4. Administrative Expense Worksheets - Maintenance and Operation and Capital Outlay (Form DFA 64A), shall be submitted in triplicate. This form shows allocation of such expenditures based on results of time recording. (SEE FORM DFA 64A IN SEC. 646-99.)

Column 2, Object of Expenditure, shall contain a breakdown of all expenditures listed in county welfare department ledgers and budgets. The individual headings shall be used when further itemized accounts are kept by the county welfare department.

Column 3, Gross Total Expenditures, enter total cost of all items, including taxes, in this column.

Column 4, Less Extraneous Expenditures, enter amount of taxes, other than State sales tax or expenditures for use of other than the county welfare department in this column.

Column 5, Total Allocable Expenditures, enter net cost of items. This will be the remainder of gross cost (column 3) less extraneous expenditures (column 4).

Column 10, Aid to Needy Children, Ineligible, enter administrative expense for boarding home or institution cases and children claimed ineligible on Aid Affidavit (Form CA 800).

Column 12, Other Welfare Programs, enter also administrative expense for licensing and inspection of boarding homes and institutions.

(Section Continued on Next Page)

RRB	--Railroad Retirement Board
RR Ins	--See RUI
RUI	--Railroad Unemployment Insurance
Rev & Tax C	--Revenue and Taxation Code
SBC	--State Board of Control
SBE	--State Board of Equalization
SDAA	--Servicemen's Dependents Allowance Act
SDE	--State Department of Education
SDI )	--State Department of Mental Hygiene (formerly Institutions)
SDMH)	
SDPH	--State Department of Public Health
SDSW	--State Department of Social Welfare
SMA	--See AMA
SSWB	--State Social Welfare Board
Sec	--Section
TBF	--Tuberculous Father Classification in Aid to Needy Children Program
UCB	--See UI
UI	--Unemployment Insurance
USC	--United States Code
USCB	--United States Children's Bureau
USES	--United States Employment Service
USHA	--United States Housing Authority
USIRC	--United States Internal Revenue Code
Veh C	--Vehicle Code
W&IC	--Welfare and Institutions Code
WO	--Whole-Orphan Classification in Aid to Needy Children Program
WPS	--Welfare Personnel Standards

## MERIT SYSTEM CLASSIFICATION ABBREVIATIONS

CWD I, II, III, IV, or V	--County Welfare Director
PAS I, II, or III	--Public Assistance Supervisor
PAW I or II	--Public Assistance Worker
CWSW	--Child Welfare Services Worker
Pr & Res Inv	--Property and Resources Investigator
Jr Clk	--Junior Clerk
Sr Clk	--Senior Clerk
Chief Clk	--Chief Clerk
Jr Typ Clk	--Junior Typist Clerk
Sr Typ Clk	--Senior Typist Clerk
Jr St Clk	--Junior Stenographer Clerk
Sr St Clk	--Senior Stenographer Clerk
Jr Bk Clk	--Junior Bookkeeper Clerk
Sr Bk Clk	--Senior Bookkeeper Clerk
Chief Bk Clk	--Chief Bookkeeper Clerk
Ad & Gr Op	--Addressograph and Graphotype Operator
Recpt	--Receptionist
Jntr	--Janitor

## ABBREVIATIONS

abd	--Abandoned Child Classification in Aid to Needy Children Program
AF	--Absent Father Classification in Aid to Needy Children Program
AGO	--Attorney General's Opinion
AGO NS	--Attorney General's Opinion, New Series
ANB	--Aid to Needy Blind
ANC	--Aid to Needy Children
APSB	--Aid to Partially Self-Supporting Blind Residents
BHI	--Boarding Homes and Institutions
Cal Const	--California Constitution
CC	--Civil Code
CCP	--Code of Civil Procedure
CCS	--Crippled Children Services
CDE	--California Department of Employment
CIF	--Incapacitated Father Classification in Aid to Needy Children Program
CWS	--Child Welfare Services
Cir L	--Circular Letter
Dept Bul	--Department Bulletin
Ed C	--Education Code
Elec C	--Elections Code
et seq	--and the following
FSA	--Farm Security Administration
FSSA	--Federal Social Security Act
FSSB	--Federal Social Security Board
FSecA	--Federal Security Agency
FWA	--Federal Works Agency
Fdlg	--Foundling Classification in Aid to Needy Children Program
Gen Law	--General Law
Gov C	--Government Code
GR	--General County Relief or Assistance
H&SC	--Health and Safety Code
HO	--Half-Orphan Classification in Aid to Needy Children Program
IN	--See GR
Illeg	--Dependent Illegitimate Child Classification in Aid to Needy Children Program
Ins C	--Insurance Code
LC	--Labor Code
Mil & Vet	--Military and Veterans Code
OAS	--Old Age Security
OASI	--Federal Old-Age & Survivors Insurance
ODB	--Office of Dependency Benefits
OWP	--Other Welfare and Relief Programs
PCI	--Parent Committed to Institution Classification in Aid to Needy Children Program
Pen C	--Penal Code
Pol C	--Political Code
Prob C	--Probate Code
Pub Res C	--Public Resources Code
RCL	--Ruling Case Law

(Section Continued on Next Page)

LICENSES--A license granted by a private person is a personal, revocable, and non-assignable permission or authority to do one or more acts on his land without possessing any interest therein. It is not an interest in land, and therefore can be created orally or it may be established by its exercise with acquiescence of licensor. Ordinarily it is revocable at any time by licensor.

LIEN--A hold or claim on property to secure a debt. A charge imposed in some mode other than by a transfer in trust upon specific property by which it is made security for the performance of an act. It is created by contract of the parties or by operation of law.

Notwithstanding an agreement to the contrary, a lien or a contract for a lien transfers no title to the property subject to a lien.

A lien is the right given by law to a creditor to have a debt or claim satisfied out of the property of a debtor. It arises of necessity from the relation of debtor and creditor. Liens may be voluntary (by contract of parties) or involuntary (by operation of law). For example, a mortgage is a voluntary lien when placed on debtor's property to secure a loan.

Liens may be specific or general. A specific lien affects certain specified property only, while a general lien affects all property of debtor.

A special lien is one which the holder thereof can enforce only as security for the performance of a particular act or obligation, and of such obligations as may be incidental thereto.

A general lien affects all property of debtor. All obligations against the property are included in it.

A general lien is one which the holder thereof is entitled to enforce as a security for the performance of all obligations, or all of a particular class of obligations, which exist in his favor against the owner of the property.

The most common specific liens are:

1. Mortgages (trust deeds, while legally not liens, are liens in effect).
2. Taxes (local).
3. Assessments.
4. Mechanics' liens.

The more common general liens are:

(Continued on Next Page)

## LEASE (Continued)

A lease of real property, if for a period of years (FOR EXCEPTION IN OAS, SEE SEC. 132-60, REAL PROPERTY HELD BY LEASE.) at will, or sufferance of the lessor; is personal property of the lessee. In general, when the period of the lease is not specified, it is presumed to be one year. A lease of real property for the lifetime of the lessor, or not restricted to a specified term of years but providing that it is to continue "so long thereafter" as oil, gas, etc., is produced in paying quantities, is a real property interest of the lessee. The lessor's interest, if he is the owner of the land or any interest therein, remains real property regardless of the terms of the lease. (SEE ALSO REAL PROPERTY, FOR DISCUSSION OF OIL, MINERAL, ETC., LEASES.)

Many counties, for the purposes of taxation, assess lessee's interest in leases as personal property; often at an arbitrary valuation of \$100. However, the way in which such property is assessed is not the real test for differentiating between real and personal property. The terms of duration of the lease and the nature and kind of property as defined in Secs. 104 and 106 of the Rev. & Tax. C., are the determining factors. (For a full discussion of oil, timber, mineral, etc., leases, see Real Property.)

LEASEHOLD--A tenure by lease, or the land held; specifically, land held as personality under a lease for years.

LEAVE OF ABSENCE--A synonym for the term "parole" when used in relation to the release of a patient from a State hospital. (W&IC 6725.5)

LEGACY--A gift of property by will, especially of money or other personal property; a bequest.

LEGATEE--One to whom testator leaves any property, real or personal.

LESSOR--One who leases, or gives a lease.

LESSEE--One to whom a lease is given or who takes an estate by lease; a tenant under a lease.

## Mortgage (Continued)

Mortgage, second--A second mortgage is subordinate to a first mortgage.

Mortgagee--The person to whom property is mortgaged. One who makes a mortgage.

Mortgagor--The owner of property who gives a mortgage to the mortgagee.

NEGOTIABLE--Capable of being negotiated; assignable or transferable in ordinary course of business; specifically, transferable by delivery, with or without endorsement as case may be, so that title passes to transferee, who, if a bona fide holder without notice, is not prejudiced in his rights by any defect or flaw in title of prior parties or by any personal defenses available to prior parties among themselves.

NEGOTIABLE INSTRUMENT--An instrument to be negotiable must conform to the following requirements:

1. It must be in writing and signed by maker or drawer;
2. It must contain an unconditional promise or order to pay a sum certain in money;
3. It must be payable on demand, or at a fixed or determinable future time;
4. It must be payable to order or to bearer; and
5. Where instrument is addressed to a drawee, he must be named or otherwise indicated therein with reasonable certainty.

The chief types of negotiable instruments are bills of exchange and promissory notes.

Negotiable bill of exchange is an unconditional order in writing, addressed by a drawer to a drawee, requiring latter to pay on demand or at a fixed or determinable future time, a sum certain in money, to order or to bearer.

Check is a bill of exchange drawn on a bank payable on demand.

Trade acceptance is a draft (i.e., a bill of exchange) used in financing sales. It is drawn by seller upon buyer as drawee, usually payable to order of seller. Acceptance by buyer is means by which seller secures payment of purchase price. Such instrument usually refers to transaction out of which it arose. A bill of exchange is a mere order and before acceptance does not operate as an assignment of funds.

Negotiable promissory note is an unconditional promise in writing, made by a maker to a payee, engaging to pay on demand or at a fixed or determinable future time, a sum certain to order or to bearer.

Bond is a promissory note usually secured by a mortgage or deed of trust.

Document of title in which it is stated that the goods referred to therein will be delivered to the bearer, or to the order of any person named in such document is a negotiable document of title.

Construction in favor of mortgage--If there is any doubt as to the nature of the transaction, it will be construed to be a mortgage and not a deed of trust. The mere fact, however, that the creditor is a trustee will not invalidate the deed of trust, if it clearly appears that such an instrument was intended.

Effect of deed of trust--The deed of trust actually gives the trustee only such interest as is necessary to carry out the trust; in practical effect, it is little more than a mortgage with power to convey.

Power of sale mortgage--The mortgage may provide that upon default the mortgagee shall have the power to take possession and sell the property. In such case, the mortgagee conveys the mortgagor's title to the purchaser, as the mortgagor's attorney in fact. But even with such power, the mortgagee's interest is still only a lien and the statute of limitations bars the power of sale when it has run on the principal obligation. The chief differences between the ordinary mortgage and one with power of sale are: (1) In the power of sale mortgage, the mortgagee has the option of two remedies: foreclosure or sale, (2) A sale under the power of sale probably cuts off the statutory right of redemption.

Release of mortgage--Must be made by the mortgagee or his assignee when it is paid in full. Failure to do so will make him liable for damages and a fine. Release of mortgage may be made by recording a formal instrument called a "Satisfaction (or release) of Mortgage." This must be signed and acknowledged by mortgagee or his assignee. It may also be made by what is called "marginal release." This is a notation in the margin of the records in the recorder's office signed by the mortgagee or his assignee in the presence of the recorder who certifies to the acknowledgment and puts a stamp on the mortgage showing that it has been satisfied.

Satisfaction of mortgage must be acknowledged and recorded in order to clear the records of the encumbrance created by such mortgage.

Sale of Foreclosure--The purchaser at the sale of foreclosure acquires the title of the mortgagor at the time of the sale, but he is not entitled to possession of the property until the time for redemption (one year from date of sale) has expired, and as a consequence, may not, as a general rule, place a receiver in charge of the property during the period for redemption. The mortgagor or his successor in interest is entitled to remain in possession until the execution of the sheriff's deed, but not afterwards. After execution of the deed, the purchaser is entitled to possession of the entire interest of the mortgagor on the premises, freed from leasehold or other subsequent interest. A purchaser of an undivided interest is entitled to be placed in possession jointly and in common with other parties holding undivided interests not derived from the mortgagor.

A purchaser at the mortgage sale who takes actual possession and control of the property is liable for negligence resulting in personal injuries, notwithstanding the year for redemption has not expired and notwithstanding the receiver who was appointed to take possession and control of the property was not discharged until some time after the accident.

Mortgage, first--A first mortgage represents the first claim on a property.

(Continued on Next Page)

## OATHS AND AFFIRMATIONS (Continued)

Every court, every judge, or clerk of any court, every justice, and every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has power to administer oaths or affirmations.

An oath, or affirmation, may be administered as follows, the person who swears, or affirms, expressing his assent when addressed in the following form: "You do solemnly swear (or affirm, as the case may be), that the evidence you shall give in this issue (or matter), (pending between-----and-----,) shall be the truth, the whole truth, and nothing but the truth, so help you God."

Whenever the court before which a person is offered as a witness is satisfied that he has a peculiar mode of swearing, connected with or in addition to the usual form of administration, which, in his opinion, is more solemn or obligatory, the court may, in its discretion, adopt that mode.

When a person is sworn who believes in any other than the Christian religion, he may be sworn according to the peculiar ceremonies of his religion, if there be any such.

Any person who desires it may, at his option, instead of taking an oath make his solemn affirmation or declaration by assenting when addressed in the following form: "You do solemnly affirm (or declare) that \* \* \* (etc.)."

(See also Affidavit.)

## OIL RIGHTS AND LEASES--See Leases and Real Property.

OWNER--The owner is he who has dominion of a thing real or personal, corporeal or incorporeal, which he has a right to enjoy and do with as he pleases, even to spoil or destroy it, as far as law permits, unless he be prevented by some agreement or covenant which restrains his right.

Owner, in its general sense, means one who has full proprietorship in and dominion over property. The word "owner" does not necessarily refer to holder of legal title to property; it may have reference to one whose interest is less than a fee simple estate, such as a conditional vendee (i.e., the buyer) who is in possession.

It is true that the word "owner" also refers to the one holding the legal title.

(See Secs. 131-05, Ownership of Real Property, and 141-10, Ownership of Personal Property, for further definition and discussion.)

OWNERSHIP--The ownership of a thing is the right of one or more persons to possess and use it to the exclusion of others. The thing of which there may be ownership is called property.

Ownership is defined as that portion of the total value of real or personal property which is available to the owner. It may be complete possession or equity in personal or real property.

(See Equity.)

NON-COUNTY AID--See Recipient, Non-County

NON-FEDERAL AID--See Recipient, Non-Federal.

NUMBER--Singular number includes the plural, and plural the singular.

#### OATHS AND AFFIRMATIONS

Every county officer named below, and his deputy, and every justice of the peace may administer and certify oaths.

1. A district attorney;
2. A sheriff;
3. A county clerk;
4. An auditor;
5. A treasurer;
6. A recorder;
7. A license collector;
8. A tax collector; who shall be an ex officio license collector;
9. An assessor;
10. A superintendent of schools;
11. A public administrator;
12. A coroner;
13. A surveyor;
14. Members of the board of supervisors;
15. A livestock inspector;
16. A fish and game warden;
17. A county librarian;
18. Such other officers as may be provided by law.
19. The commissioned officers of the armed forces included in the following groups:
  - a. Any officer of any part of the U.S. Army on active duty in Federal service, commissioned in or assigned or detailed to duty with the Judge Advocate General's Department, any staff judge advocate or acting staff judge advocate and the adjutant, assistant adjutant, personnel adjutant or commanding officer of any command.
  - b. Any commanding officer or executive officer of a ship, shore station or establishment and any officer of or above the rank of Lieutenant Senior Grade, on active duty with the U.S. Navy or Coast Guard.
  - c. Any officer of or above the rank of Captain on active duty with the U.S. Marine Corps.

In order to be valid, the document bearing the signature of such commissioned officer must show, in addition to the officer's signature, his serial number, branch of service, and the capacity in which he signed.

(Continued on Next Page)

## POSSESSORY INTERESTS--Include:

1. Possession of, claim to, or right to the possession of land or improvements, except when resulting from ownership of the land or improvements.
2. Taxable improvements on tax exempt land.

Possessory interests are not considered sufficient security for the payment of any taxes.

POWER OF ATTORNEY--Written authority from one person to another to act for him.

PROBATION--As used in this Manual, the term "probation" means the conditional release of a person prior to commitment to a State institution. An order suspending sentence is the equivalent of an order granting probation. Probation may be revoked at any time if the judge has reason to believe that its terms have been violated. Commitment to a penal farm or road camp for a term may be a condition of probation, but after commitment to a State institution release may be obtained only by parole, discharge, commutation, pardon, or escape.

PROPERTY--The word "property" includes property real and personal. Property is the exclusive right of possessing, enjoying, and disposing of a thing; it is the right and interest which a man has in lands and chattels, to the exclusion of others, and the term is sufficiently comprehensive to include every species of estate, real or personal.

The term "property" includes all matters and things real, personal or mixed, capable of private ownership.

PROPERTY, REAL--See Real Property.

PROPERTY SOLD FOR DELINQUENT TAXES--Real property on which taxes have become delinquent is so marked in the assessor's office at the time of the first tax delinquency. Such property is marked:

"Sold to the State"  
Date of sale  
Amount of taxes due

Delinquent taxes constitute a lien against property. Property is not offered for sale at public auction until five years after the first delinquency. During this five-year period the owner may redeem the property by payment of delinquent taxes and penalties thereon.

Title does not pass until the execution of a deed either to the State or to purchaser at delinquent tax sale. Such deed is executed by the tax collector and recorded in the office of the county recorder. (See also Title, Tax.)

PAROLE--As used in this Manual, the term "parole" means the conditional release of a person who has been committed to a State institution. It is a suspension of sentence or commitment, during good behavior, terminable upon breach of any of its conditions, and rescindable at any time. In relation to the release of patients from State hospitals, the term "parole" is synonymous with the term "leave of absence." (W&IC 6725.5)

PATENTED MINING CLAIM--See Mining Claims, Tunnel Rights and Mill Sites.

PAYEE--One to whom a warrant is payable. (See also Recipient; Applicant; Grantee.)

PERJURY--An unqualified statement of that which one does not know to be true is equivalent to a statement of that which one knows to be false. Perjury is punishable by imprisonment in the State prison for not less than one nor more than 14 years.

PERSONAL PROPERTY--Estate or property that is not real, consisting in general of things temporary or movable; chattels; originally, property recoverable by personal action; in the common law, any action not brought for the recovery of, or involving rights in, lands, tenements, or hereditaments; that is, one brought to enforce or recover a debt or personal duty, or damages in lieu of it, or damages for an injury to person or property, or for the specific recovery of, or enforcement of a lien upon, goods or chattels. Includes all property except real estates; e.g., money, goods, chattels, evidences of debt, stocks, bonds, clothing, furniture, livestock, jewelry, things in action, etc.

For the purposes of sale, emblems, industrial growing crops, and things attached to or forming part of the land, which are agreed to be severed by sale or under the contract of sale, shall be treated as goods.

Parties may, by agreement between themselves, determine the character of the property. Thus a conditional sale may be made of heavy machinery which is later affixed to realty of buyer and yet remains personal property of seller. This agreement will not, however, affect its character as to bona fide purchasers or encumbrancers of buyer's interest.

PERSONALTY--Personal property, as distinguished from real property.

PHOTOPHOBIA--A morbid dread or dislike of light.

PLEDGE--A deposit of personal property by way of security for the performance of another act. Any personal property, including choses in action may be pledged. The lien of a pledge is dependent upon possession and no pledge is valid until the property is delivered to the pledgee or to a pledge holder. The increase of pledged property is pledged with the property.

A pledge differs from a chattel mortgage in that the mortgage requires writing and recordation, not change of possession.

PLOT, INTERMENT--(See Interment Plot)

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
(14)

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET  
(13)

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 7, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 272

These regulations are filed in accordance with Section  
11381 of the Government Code, Chapter 1334, Statutes of  
1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

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SACRAMENTO, CALIF.  
1945 NOV 8 AM 9:07

360 b5  
Attachments

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA

FILED

In the office of the Secretary of State  
of the State of California

NOV 9 - 1945

FRANK M. JORDAN, Secretary of State

By *Robert M. Jordan*  
Assistant Secretary of State

STATE DEPARTMENT OF SOCIAL WELFARE

STANDARDS OF ADEQUATE CARE IN AID TO NEEDY CHILDREN

FOREWORD TO DEPARTMENT BULLETIN NO. 272

In September 1939, the State Social Welfare Board adopted general standards of adequate care in Aid to Needy Children in compliance with Section 1511 of the Welfare and Institutions Code, which was passed by the 1939 Legislature and which placed the responsibility for setting such standards on the State Department of Social Welfare.

These standards included a budgetary schedule, based on prices in different areas of the State, for use of the counties in determining the amount of the grant required for each family unit. After an experimental period the Social Welfare Board ruled in May 1942, that all counties be required to use the current ANC budget schedule, or comparable substitute, which had the approval of the State Department of Social Welfare.

As originally established the basic quantitative budget has remained practically unchanged. However, experience has shown that with the gradual rise in cost of living the budgetary needs of family units could not be met in many instances without supplemental aid from the county.

Section 1511 of the Welfare and Institutions Code authorizes counties to pay from their own funds an amount in addition to the grant, if needed, to provide adequate care for any needy child. Studies made in December 1944, show that 34 counties carrying ANC case loads representing 14,238 children, recognize in Section 1511 legal authority to provide supplemental aid when the budget for the family unit indicates the need for additional assistance. Twenty-two counties, granting ANC to 2,287 children in family groups, limit the grant to the maximum basis for State and Federal participation (\$31.50 for the first child, \$28.50 for each additional child) and for their authority cite the Attorney General's Opinion NS2150, rendered November 28, 1939. This opinion restricted the State Department of Social Welfare from requiring counties to meet a standard of care which calls for grants in excess of the maximum ANC grant.

On March 21, 1945, Opinion NS2150 was superseded by Opinion NS5811 which answered in the affirmative the question as to whether the State Department of Social Welfare has legal authority for requiring counties to meet its adequate care standards, even though supplemental grants from county funds are required. The opinion which was released to the county with Circular Letter No. 291, points out that the problem of support of a needy child in its own home cannot be separated from the problem of support of other needy persons in the home. A needy child cannot be isolated - it is a part of the family group. To answer the argument that members of the family group, other than the needy child, are indigents for whom no State grant in aid is available, reference is made to Section 2400 of the Welfare and Institutions Code, and County of Los Angeles v. Payne, 8 Cal. (2d) 563, which imposes a mandatory duty on the county to provide relief to such indigents. Furthermore, the opinion holds that while the legislature has left in the hands of the counties policies for indigent aid and the actual administration of Aid to Needy Children, it has subjected the administration of Aid to Needy Children, including families in which there are needy children, to the authoritative supervision and control of the State Department of Social Welfare and the Social Welfare Board.

MAIN OFFICE  
SACRAMENTO  
616 K STREET

EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

Sacramento  
November 2, 1945

DEPARTMENT BULLETIN NO. 272 (ANC)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

RE: Standards of Adequate Care in  
Aid to Needy Children

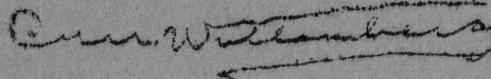
By February 1, 1946, all counties shall meet the minimum standards of adequate care in Aid to Needy Children as established by the basic budget schedule and as set forth in Sections 158-00, 158-10, 158-20, 158-30, of the Manual of Policies and Procedures and as reaffirmed by the Attorney General's Opinion NS5811.

The Amount of the Grant Chapter of the Manual sets forth policies and procedures for individualization of the basic budget schedule and its adaptation to each family situation. The standard budget guide allows for flexibility in relating it to the individual family's requirements. The budgetary needs as thus determined by the county shall be met and the basis on which the need was determined fully recorded in the case record.

It is recognized that the money payment principle is one of the basic concepts of the public assistance program. However, there may be the rare case in which there is evidence that the children are not supplied with minimum requirements due to lack of managerial ability. Where the county has determined that the well-being of the children would be safe-guarded by granting a portion or the total aid in kind, such substitute plan, although involving loss to the county of State and Federal reimbursement, may be followed.

Aid to Needy Children cases involving departure from the money payment principle shall be fully explained in the county case record, and for a period of one year, such cases shall be reported to the State Department of Social Welfare in Section 11-B of Form CA 201, Certificate of Verification of Eligibility in ANC, or on Form CA 232, Notice of Change.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director  
State Department of Social Welfare

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(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 28, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DIVISION OF CHILD WELFARE MEMO NO. 55 (Emergency Regulation)

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,  
*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachment

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1945 NOV 30 AM 11 18

Frank M. Jordan  
Secretary of State

Certified as a Regulation (or as  
Regulations) of the

State Dept of Social Welfare  
(Name of State Agency)

Arn. W. Greenberg

(Signature)

Director

(Title)

11/27/45

(Date)

Authority  
Nov 10 2300, 2310

State Department of Social Welfare  
Office Memorandum

From: Lucile Kennedy

Place and Date: Sacramento.  
November 1, 1945

Subject: Standards for Private Homes  
for Aged Persons

Division of Child Welfare Memo No. 55

The attached Standards for Private Homes for Aged Persons will replace Minimum Requirements for Private Homes for Aged Persons (Form BHA 5) when the supply of the latter is exhausted.

The revised statement of Standards for Private Homes for Aged Persons is not being called to the attention of accredited and inspection agencies at this time as the revisions are of a minor nature and existing supplies of the Minimum Requirements are to be used until exhausted. It is anticipated that there will be another revision as soon as there is clarification of jurisdiction over nursing and convalescent homes.

Attachment

FILED  
In the office of the Secretary of State  
of the State of California  
NOV 30 1945  
FRANK M. JORDAN, Secretary of State  
By *Chas. M. Stager*

STATE OF CALIFORNIA  
DEPARTMENT OF SOCIAL WELFARE  
616 K Street, Sacramento  
Room 1101 Washington Building, 311 South Spring Street, Los Angeles  
995 Market Street, San Francisco

STANDARDS FOR PRIVATE HOMES FOR AGED PERSONS  
(Established under the provisions of Division III, Chapter 2,  
Sections 2300-2310, Welfare and Institutions Code, quoted below)  
(Revised October, 1945)

A. A LICENSE IS REQUIRED FOR THE CARE OF ONE OR MORE AGED PERSONS

"No person, association, or corporation shall, without first having obtained a written license or permit therefor from the State Department of Social Welfare or from an inspection service approved or accredited by the department, maintain or conduct any institution, boarding home, or other place for the reception or care of aged persons, nor receive or care for any such person." (Sec. 2300.)

B. DEFINITIONS

An aged person is defined as one who has reached the age of 65 years.

A private home for aged persons is a residential family home which accepts for board and care from 1 to 15 aged persons who are not relatives of the operator of the home.

An institution for aged is a home which accepts 16 or more aged persons or which is so organized or administered that its service is essentially institutional in character, regardless of the number received for care. Information regarding standards and rulings for institutions will be furnished on request.

C. HOW TO OBTAIN A LICENSE

"The State Department of Social Welfare may delegate such of its authority as it deems best to an approved and accredited inspection service. This service shall be either the health department of a county or other political subdivision which maintains at least one regularly licensed physician, or a qualified social service department, either of which has been approved in writing by the department." (Sec. 2302.)

"A permit or license issued by the State Department of Social Welfare or by an approved and accredited inspection service shall expire twelve months from its date of issuance." (Sec. 2303.)

"Application for renewal of a permit or license shall be filed ten days prior to its expiration. If such application is not so filed, such license or permit is automatically cancelled." (Sec. 2304.)

"No license shall be transferred. Neither the location of any institution, boarding home, or other place specified in Section 2300, or the place of performance of any service specified therein shall be changed without the written consent of the State Department of Social Welfare or of an approved and accredited inspection service." (Sec. 2306.)

There is no fee for the state license but in some cities and counties a fee is payable under the provisions of a local ordinance.

Accredited and inspection agencies represent the Department of Social Welfare in most cities and counties. Telephone your local health or welfare department to obtain the name of the inspection agency.

Application blanks will be provided by the accredited or inspection agency if there is one. Otherwise, write to the nearest office of the State Department of Social Welfare.

A visitor will call on you to discuss your plans. Be prepared to give her the dimensions of your sleeping rooms in order that she may estimate the capacity of your home.

Application for new license is required if the location of the home is to be changed, if it changes management or if the capacity is increased.

#### D. RULES AND REGULATIONS

"The State Department of Social Welfare shall make such rules and regulations as it deems best for the government of any institution or for the performance of any service specified in Section 2300 of this code, and the department may, by a member or any duly authorized representative, inspect and examine any such institution, home, or place, or the performance of any such service." (Sec. 2301.)

##### 1. Management and Staff

The person in charge shall be of suitable age, character and condition of health and temperament to provide care and comforts for aged persons. Special experience and skill are required in homes receiving the feeble and infirm aged. Hospital training or evidence of satisfactory experience as a practical nurse is required if bed patients, paralytics or chronic invalids are accepted. The applicant shall give full time to the care of the home or additional staff shall be employed as needed to maintain a continuous high standard of care.

##### 2. Other Persons in the Home

###### Children

There should be no small children or adolescents in the family, but exceptions may be made. Their normal activities disturb aged persons to the disadvantage of both children and aged. No unrelated child should be accepted for board or care in a home for aged.

### The Mentally Disordered

Alcoholics, drug addicts, insane or epileptic patients of any age shall not be cared for in a home for aged. License for their care must be obtained from the State Department of Mental Hygiene. (See Sections 5700-5708, Welfare and Institutions Code.)

### Infectious and Contagious Diseases

Patients suffering from tuberculosis or any other contagious or infectious disease shall not be cared for in a home for aged.

### Adults Who May Be Cared For

Blind persons, the physically handicapped, the convalescent, chronic invalids and those needing rest and recuperation may in some cases be received if housing and equipment are adequate and if local ordinances do not prohibit such combined care. The State Department of Social Welfare may require exclusion of such cases from any home for aged.

Boarders or Roomers who are not aged may occasionally be received if housing is suitable and their presence does not conflict with the interests of aged guests.

### 3. Finances

The net income from all sources must be regular and sufficient to maintain a comfortable standard of living in the home, including abundance and variety of food, warm rooms, clean linen and necessary attendance.

### 4. Housing

(a) The building shall be safe and substantial and shall comply with the requirements of the State Housing Act and of the city and county ordinances as to structure, maintenance and type of occupancy.

(b) Hallways, stairways, inclines, ramps, porches and fire exits must have hand railings and be well lighted. Special facilities shall be provided for the safety and guidance of the blind.

(c) The home should be in a residence district with yard space and easy access to the out of doors, away from traffic except for those groups of aged who prefer to be near the downtown streets for companionship.

(d) Sleeping rooms shall contain not less than 500 cubic feet of air space for each occupant and shall have at least one outside window with additional windows and dimensions as required by the State Housing Act. A window opening on an enclosed porch is not an outside window.

(e) There shall be a well lighted and heated living room equipped with recreational facilities unless all sleeping rooms are equipped as private sitting rooms by choice of the guests. There should be a living room for the use of staff.

(f) Each bed shall be furnished with springs, a clean comfortable mattress,

light warm bedding and rubber sheeting when necessary. The bedrooms shall be adequately and comfortably furnished and lighted, with suitable provision for the care of clothing and personal belongings. Two or more persons may occupy a room if they are congenial and the size of the room is such that they have sufficient air space and room to lounge or move about in daytime. Two persons shall not occupy the same bed, except married couples who prefer that arrangement. Even then, another bed should be available for use in case of illness.

### 5. Fire Prevention

(a) Fire prevention features must comply with the requirements of the State Housing Act, city and county ordinances and the local fire prevention authorities. The State Department of Social Welfare or its accredited inspection agency may make special requirements in any home to insure the safety of an individual or group of aged.

(b) No aged person who is blind, deaf, advanced in senility, paralyzed, feeble, confined to a bed or wheel chair, dependent on crutches, or in any other way incapable of leaving the building without assistance shall be housed above the first floor of a non-fireproof building.

(c) No aged person may be housed above the second floor of a non-fireproof building under any circumstances.

(d) Each floor of any building must have at least two exits. Additional exits may be required by the State Department of Social Welfare or the local fire prevention authority. A window is not an exit unless it gives easy access to a ramp, slide, stairway or fire escape.

(e) Each exit must be so constructed and located that it can be reached by any occupant of the section of building it is intended to serve without passing through flames or smoke which might be coming from stair wells, halls, or other openings.

(f) Fire fighting equipment or increased facilities for water supply and pressure shall be provided and maintained as required by the fire chief, fire marshal, or the State Department of Social Welfare.

(g) Heating equipment must be adequate to provide warmth as needed by the aged guests. Gas heaters must be vented according to instructions from the fire chief, fire marshal or State Department of Social Welfare, and rubber hose shall not be used to connect any gas heater in the home. The use of kerosene heaters in bedrooms is not considered safe. Fireplaces must have screens. Installation of oil, gas, Flamo, or similar appliances must be approved by a local fire prevention authority. Attention is called to the danger of electrocution in bathrooms unless electric heaters are properly placed and guarded.

(h) A night nurse, orderly, watchman, signal system or fire alarm may be required if special hazards exist. The staff must at all times of the day or night be adequate to safeguard the guests or patients in an emergency.

(i) No aged person or patient shall be locked into his bedroom by day or night. With special permission from the Department of Social Welfare or its inspection agency, a lightly attached hook to prevent senile guests from wandering out of the room may be used if it is so attached that the door can be readily pulled open from

either side in case of emergency. The master key to all rooms locked on the inside by guests should be kept where any staff member can readily find it in emergency. Windows shall not be barred or closed by any screen heavier than ordinary fly screening. Patients needing protection from escape belong in a home supervised by the Department of Mental Hygiene.

#### 6. Health

(a) It is recommended that the operator of the home talk with the family physician of the guest or patient immediately after admission if not before and obtain his written instructions as to diet, medication, exercise and rest. Operators of homes are warned that the administration of remedies without the authorization of a physician constitutes medical practice without a license and is in violation of state law.

(b) Drugs and medicines prescribed for one guest or patient shall not be administered to any other guest or patient.

(c) A physician shall be called at the onset of illness or mental derangement. Nursing care shall be provided as needed or the patient transferred from the home.

(d) Rubber sheets, frequent changes of linen, bedpans, hot water bottles, book rests, trays and other equipment shall be provided as needed for the care and comfort of sick or invalid guests.

(e) Food shall be abundant, varied, easily masticated and attractively served. Special diet should be served under the direction of a physician. Each aged person usually knows what food is best for him and care should be taken not to dictate unnecessarily as to what he eats. He should have a reasonable variety of foods from which to choose.

(f) The senile aged who suffer mental confusion due to changes incident to old age are not able to safeguard their health or choose food, exercise and rest. In all such cases a physician should be consulted and asked to give written instructions. No form of restraint shall be used in caring for any senile aged person. The use of any appliance to confine a patient to a bed or chair or to deprive him of the use of his arms, hands, or feet is strictly forbidden and may be cause for denial or revocation of license. An attendant should be available to look after such a patient at all times or the patient should be transferred from the home. It is permissible to enclose a roomy yard or garden for the safety of the aged who might wander into traffic or become lost but such enclosure must not appear to be a pen or prison, and must be provided with comfortable chairs or other resting places. The senile aged must be treated with respect, their peculiarities should not be discussed and kindly persuasion without argument should be used to guide their activities. Inconsiderate treatment is painful and injurious to them, increasing their confusion through anxiety.

#### 7. Sanitation

(a) Equipment and maintenance of the home must comply with the General Health Laws of California, and with city and county ordinances. The State Department of Public Health at Sacramento issues bulletins on rural sanitation, sewage disposal and water supply.

(b) Housekeeping must meet a reasonable standard of cleanliness, fresh air in rooms, absence of offensive odors, and orderliness. If the guests are not tidy or cleanly, it is part of the duty of the operator of the home to gain their cooperation and maintain a satisfactory standard.

(c) Toilets and bathrooms must be sufficient in number and conveniently located. They must be kept scrupulously clean and free from odors. Floors must be painted or otherwise rendered non-absorbent. It is a violation of the State Housing Act to have a communicating door between a toilet and a kitchen or other room in which food is stored. Bed pans or other toilet vessels should not be carried through kitchen, pantry or dining room. Such utensils must be kept free from odor or discoloration and promptly emptied. Wood commodes and toilet chairs must be kept painted or enameled to insure sanitary condition. Metal chairs are to be preferred. Hand rails shall be provided if needed by guest near the bath tub or toilet. A shower with stool and hand railing is more convenient than a tub for some guests.

#### E. RECORDS AND REPORTS

"Every holder of a permit or license shall maintain a register setting forth the following facts concerning each aged or infirm person received or cared for: (a) Name. (b) Last previous address. (c) Age. (d) Nearest of kin. (e) Mother's maiden name. (f) The person responsible for his care and maintenance. (g) Such other data as the State Department of Social Welfare requires." (Sec. 2307.)

"Upon the occurrence of any death of an aged person or change in the administrative personnel of any such home, the holder of the license or permit shall, within forty-eight hours, give written notice thereof to the State Department of Social Welfare or to the approved and accredited inspection service by which such license or permit was issued." (Sec. 2308.)

#### F. PENALTIES AND ENFORCEMENT

"Any person, association, or corporation that maintains, conducts, or, as manager or officer or in any other administrative capacity, assists in maintaining or conducting any institution, boarding home, or other place, or performance of any service specified in section 2300 of this code, without first having secured a license or permit therefor, in writing, or refuses to permit or interferes with the inspection authorized in section 2301 of this code, is guilty of a misdemeanor." (Sec. 2309.)

"The district attorney of every county shall, upon application by the State Department of Social Welfare or its authorized representatives, or by an approved and accredited inspection service, institute and conduct the prosecution of any action brought for the violation within his county of any of the provisions of this chapter." (Sec. 2310.)

MAIN OFFICE  
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(14)

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DAVID HEWES BUILDING  
995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 28, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 270 (WS) (Emergency regulation)  
DEPARTMENT BULLETIN NO. 271 (STAT.) (Emergency regulation)

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachments

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SACRAMENTO, CALIF.

1945 NOV 30 AM 8 23

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA

Certified as a Regulation (or as  
Regulations) of the

State Dept. of Social Welfare  
(Name of State Agency)

Orn Weiszberg

(Signature)

Director

(Title)

11/27/45

(Date)

MAIN OFFICE  
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EARL WARREN  
GOVERNOR  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
October 24, 1945

DEPARTMENT BULLETIN NO. 270 (WS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Use of Resettlement Assistance  
for Household Furnishings

In Bulletin No. 252 (WS), we advised you that the War Relocation Authority would provide aid through grants computed and issued at the center for those persons needing temporary assistance, such as household furnishings.

We have received information from the War Relocation Authority that the Poston Center has depleted its allocation of funds for household furnishings and that no other funds are available. Therefore, it may be necessary for some evacuees from Poston to apply to county welfare departments for assistance for household furnishings from resettlement assistance funds.

According to our advice from the War Relocation Authority, other centers will continue to provide assistance for household furnishings and there should be no necessity for welfare departments to furnish such assistance. In case applications are made for household furnishings by evacuees, we would suggest that the county contact the district office of the War Relocation Authority who will be in a position to advise them with respect to the applicant's needs for furnishings, and to identify the evacuee as a Poston resident.

If assistance for furniture is issued, the following War Relocation Authority standard should be used:

Unattached individuals and couples

Furnished accommodations should be obtained, if possible, and if not the maximum grant for household equipment will be - - - - \$100

3	Member Family -	Maximum Grant - - - - -	150
4	" "	" " - - - - -	200
5	" "	" " - - - - -	250
6	" "	" " - - - - -	300

Very sincerely yours,

*Charles M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

*Authority*  
W&IC 103, 113, 114, 115  
116, 120, 120.5

FILED

In the office of the Secretary of State  
of the State of California

NOV 30 1945

FRANK M. JORDAN, Secretary of State

By *John M. Hayes* Deputy

Certified as a Regulation (or as  
Regulations) of the -

State Dept. of Social Welfare  
(Name of State Agency)

Mr. Weeden  
(Signature)

Director  
(Title)

11/27/45  
(Date)

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616 K STREET

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EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
October 24, 1945

*Authority.*  
W&IC 103, 103.5,  
112, 113, 114, 115, 116, 12

FILED

In the office of the Secretary of State  
of the State of California

NOV 30 1945

FRANK M. JORDAN, Secretary of State

By, *Charles M. Wollenberg*

DEPARTMENT BULLETIN NO. 271 (STAT.)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

Subject: Reporting reinvestigations  
completed in advance on monthly  
statistical report.

Inquiries have been received regarding the proper method of reporting on Form DPA 10 (Monthly Statistical Report on Public Assistance Reinvestigation) reinvestigations completed in advance of their anniversary month.

The following instructions supplement Manual Section 565-00, Instructions For Preparation of Monthly Report on Reinvestigations.

If the reinvestigation is completed in one of the two months immediately preceding the anniversary month it should be reported under item 6 on the DPA 10 report for the month in which it was completed. It should not be included elsewhere (e.g., in item 2 or item 5) on this report and should not appear at all on the report for the anniversary month.

Example: A reinvestigation due in December is completed in October. It should be reported under item 6 of the DPA 10 report for October. It should not appear elsewhere on the October report and it should not be included anywhere on the December report.

Very sincerely yours,

*Charles M. Wollenberg*

CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
(14)

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET  
(13)

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
November 30, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

MANUAL LETTER NO. 88

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachments

Certified as a Regulation (or as  
Regulations) of the

State Dept. of Social Welfare  
(Name of State Agency)

Brubaker  
(Signature)

Director  
(Title)

11/30/45  
(Date)

MAIN OFFICE  
616 K Street  
Sacramento  
LOS ANGELES OFFICE  
Washington Building  
311 South Spring Street  
SAN FRANCISCO OFFICE  
David Hewes Building  
995 Market Street

Earl Warren  
Governor

STATE OF CALIFORNIA  
Department of Social Welfare

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
November 30, 1945

FILED

In the office of the Secretary of State  
of the State of California

DEC 3 - 1945

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*  
Assistant Secretary of State

1297

MANUAL LETTER NO. 88

The attached manual revisions are to be entered in your copy of the Manual of Policies and Procedures and the revision numbers cancelled on the separators for the revised chapters. Revision numbers are listed for the chapters as follows:

Purpose and General Provisions	Revisions 30 thru 37
Residence	Revisions 52 thru 54
Personal Property	Revision 63
Continuing Services	Revision 110
Financial Procedures	Revisions 151 thru 163

These revisions were approved by the Social Welfare Board on November 20, 1945.

Secs. 101-00 and 101-03 have been revised to include 1945 legislative changes in the Purpose and General Provisions chapter.

Sec. 121-75, Effect of Absence with Intent to Establish Residence in Another State, now contains a more direct statement that the establishment of residence in another state causes loss of California residence. Sec. 121-80 has been deleted. That section related to the effect of absence for purpose of civil action in another state. Residence during absence for purpose of civil action or for any other purpose is determined under Sec. 121-75 on the basis of the facts in the case.

Sec. 143-55, Determination of Value of Stocks and Bonds, now includes the specific redemption values for Series E War Savings Bonds.

Sec. 361-35, Changes in Amount of Grant During Suspension of Aid, now conforms with the recently revised Sec. 361-25 by providing that additional payments due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the second month following that for which the retroactive payment is made, or the original warrant may be cancelled and a new warrant or warrants in the correct amount issued.

Sec. 601-00, Quarterly Estimates of Expenditures for Aid and Administration, has been revised to include regulations from Bulletin No. 244 to the effect that children living in boarding homes or institutions shall not be included on the Report of Estimated Quarterly Expenditures (Form CA 809).

The illustrations on Forms Ag, Bl, CA 809 have been revised in Sec. 601-99, Estimate Forms.

The policy in Sec. 672-50, Distribution of Adjustments, and the examples have been restated, as well as the example in Sec. 673-25, Distribution of Collections. Forms Ag, Bl, CA 808 in Sec. 674-99, Forms Used in Reporting Repayments, have been changed to illustrate the policies and examples shown in Secs. 672-50 and 673-25.

The issuance of this material renders obsolete Bulletin No. 244.

STATEMENTS CONTAINED IN THE MANUAL TAKE PRECEDENCE  
OVER SAME MATERIAL PREVIOUSLY RELEASED IN BULLETINS

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
C. PAYMENT (CONT'D) 1. TO BEGIN (CONT'D)	5. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&IC 2182)		
2. TIME AND MEDIUM	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WAR- RANT. IT IS UNLAWFUL TO ORDER PAYMENT OF ANY PART OF AID IN FORM OF MERCHAN- DISE ORDERS FOR FOOD, RENT, OR OTHERWISE. (W&IC 2183)	AID SHALL BE PAID MONTHLY IN ADVANCE BY COUNTY WARRANT. (W&IC 3084, 3460)	AID SHALL BE PAID BY COUNTY WARRANT MONTHLY IN ADVANCE EXCEPT WHEN CHILD MAINTAINED IN BHI. (W&IC 1552)
3. SUSPEN- SION	IF OAS IS CANCELLED, SUS- PENDED, OR REVOKED, THE RE- CIPIENT SHALL BE IMMEDIATE- LY NOTIFIED OF SUCH ACTION, THE REASON THEREFOR, AND OF RIGHT TO APPEAL THEREFROM. (W&IC 2220.5)		
APPEALS	<p>THE BOARD OF SUPERVISORS SHALL NOTIFY THE APPLICANT OF ITS DECISION AND IF DIS- SATISFIED THE APPLICANT MAY WITHIN 30 DAYS REQUEST A HEARING BEFORE THE BOARD OF SUPERVISORS. SUCH APPLI- CANT SHALL NOT APPEAL TO THE SSWB UNTIL AFTER THE BOARD OF SUPERVISORS HAS RENDERED A DECISION. (W&amp;IC 2181.1)</p> <p>AN APPLICANT WHO IS DIS- SATISFIED WITH THE ACTION OF THE BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW.</p> <p>ANY APPLICANT DISSATIS- FIED WITH ACTION OF BOARD OF SUPERVISORS SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEARING.</p> <p>APPLICANT WHO FEELS AG- GRIEVED BY ANY DECISION OF SSWB MAY FILE WITH SUPERIOR COURT OF COUNTY OF RESIDENCE A PETITION FOR REVIEW OF ENTIRE PROCEEDINGS UPON QUESTIONS OF LAW INVOLVED. (W&amp;IC 2182)</p>	<p>ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPER- VISORS SHALL UPON APPEAL TO SD SW BE ACCORDED A FAIR HEARING. (W&amp;IC 3086, 3460, 3473)</p> <p>ANY PERSON DISSATISFIED WITH ACTION OF SDSW IN SUSPENDING OR CANCELING AID SHALL UPON APPEAL TO SSWB BE ACCORDED A FAIR HEARING. (W&amp;IC 3078, 3460)</p> <p>THE BOARD OF SUPERVISORS SHALL NOTIFY THE APPLICANT OF ITS DECISION AND IF DISSATIS- FIED THE APPLICANT MAY WITHIN 30 DAYS REQUEST A HEARING BE- FORE THE BOARD OF SUPERVISORS. SUCH APPLICANT SHALL NOT APPEAL TO THE SSWB UNTIL AFTER THE BOARD OF SUPERVISORS HAS REND- ERED A DECISION. (W&amp;IC 3087.5, 3473.2)</p> <p>AN APPLICANT WHO IS DISSAT- ISFIED WITH THE ACTION OF THE BOARD OF SUPERVISORS MAY APPEAL DIRECTLY TO THE SDSW.</p> <p>ANY APPLICANT DISSATISFIED WITH ACTION OF BOARD OF SUPER- VISORS SHALL UPON APPEAL TO SDSW BE ACCORDED A FAIR HEAR- ING.</p> <p>APPLICANT WHO FEELS AGGRIEVED BY ANY DECISION OF SSWB MAY FILE WITH SUPERIOR COURT OF COUNTY OF RESIDENCE A PETITION FOR REVIEW OF ENTIRE PROCEED- INGS UPON QUESTIONS OF LAW IN- VOLVED. (W&amp;IC 3088.5, 3474.5)</p>	<p>ANY APPLICANT OR RECIPIENT IF DISSATISFIED WITH ACTION OF THE COUNTY SHALL UPON AP- PEAL TO SDSW BE ACCORDED A FAIR HEARING. (W&amp;IC 1551)</p>

(SECTION CONTINUED ON NEXT PAGE)

**101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE**  
**OAS, ANB, APSB, ANC**

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AIL TO NEEDY BLIND AIL TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AIL TO NEEDY CHILDREN
AGE	65 YEARS OF AGE OR OVER. (W&IC 2160)	16 YEARS OF AGE OR OVER. (W&IC 3040, 3041, 3430, 3431)	UNDER 18 YEARS OF AGE. (W&IC 1522, 1552-3)
AID A. AMOUNT	<p>SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S INCOME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASUAL INCOME AND INCONSEQUENTIAL RESOURCES) TOTALS \$50 A MONTH.</p> <p>APPLICANT WHOSE NEED EXCEEDS \$50 A MONTH MAY RECEIVE AID, NOT TO EXCEED \$50, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (W&amp;IC 2020)</p>	<p>ANB</p> <p>SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S INCOME (INCLUDING CURRENTLY USED RESOURCES BUT NOT CASUAL INCOME OR INCONSEQUENTIAL RESOURCES) TOTALS \$60 A MONTH.</p> <p>APPLICANT WHOSE NEED EXCEEDS \$60 A MONTH MAY RECEIVE AID, NOT TO EXCEED \$60, WHICH WHEN ADDED TO HIS INCOME, AS ABOVE, EQUALS HIS ACTUAL NEED. (W&amp;IC 3084)</p> <p>APSB</p> <p>SHALL BE AN AMOUNT WHICH WHEN ADDED TO APPLICANT'S NET INCOME FROM ALL OTHER SOURCES, TOTALS \$60 A MONTH.</p> <p>INCOME FROM CERTAIN SOURCES OF A TOTAL VALUE NOT EXCEEDING \$800 PER ANNUM NOT CONSIDERED FOR ANY PURPOSE. (W&amp;IC 3472)</p>	<p>SHALL BE \$22.50 FOR EACH NEEDY CHILD, OR SO MUCH THEREOF AS IS NECESSARY FOR ADEQUATE SUPPORT; EXCEPT THAT WHEN APPLICATION IS FILED BY INSTITUTION, STATE TO PAY \$15 A MONTH FOR EACH CHILD.</p> <p>ADDITIONAL SUMS MAY BE PAID FROM OTHER STATE AND COUNTY FUNDS IF NEEDED FOR ADEQUATE CARE OF FAMILY. MINIMUM STANDARDS OF ADEQUATE CARE SHALL BE DETERMINED BY THE RULES AND REGULATIONS OF THE SDSM. (BASIC ANC BUDGET SCHEDULE TO BE USED.) (W&amp;IC 1510, 1511, 1512)</p>
B. INALIENABLE	OAS ABSOLUTELY INALIENABLE. (W&IC 2006)	AIL ABSOLUTELY INALIENABLE. (W&IC 3008, 3407) NO PERSON CONCERNED WITH ADMINISTRATION OF ANB OR APSB SHALL DICTATE MANNER OF EXPENDITURE OF SUCH AID. (W&IC 3003, 3402)	ANC ABSOLUTELY INALIENABLE. (W&IC 1505)
C. PAYMENT 1. TO BEGIN	<p>1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH;</p> <p>2. AS OF THE FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 60-DAY INVESTIGATION PERIOD;</p> <p>3. IF INVESTIGATION NOT COMPLETED AT END OF 60-DAY PERIOD, AID SHALL BEGIN AS OF THE FIRST OF THE MONTH IN WHICH ELIGIBILITY IS ESTABLISHED, OR AS OF FIRST DAY OF MONTH FOLLOWING END OF 60-DAY PERIOD, WHICHEVER IS EARLIER; (W&amp;IC 2183)</p> <p>4. IF INVESTIGATION OF RE-APPLICATION OF PERSON WHOSE AID HAS BEEN DISCONTINUED DUE TO EMPLOYMENT IS NOT COMPLETED WITHIN 30 DAYS, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH 30-DAY PERIOD ENDED. (W&amp;IC 2183.9)</p>	<p>1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; (W&amp;IC 3084)</p> <p>2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 90-DAY INVESTIGATION PERIOD; (W&amp;IC 3082, 3460)</p> <p>3. IF INVESTIGATION NOT COMPLETED WITHIN 90-DAY PERIOD, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH END OF 90-DAY PERIOD OCCURRED. (W&amp;IC 3082, 3460)</p> <p>4. AS OF DATE DIRECTED BY SSWB IN AN APPEAL CASE. (W&amp;IC 3084, 3460)</p>	<p>1. AS OF DATE APPLICATION SIGNED, IF GRANTED DURING SAME MONTH; (W&amp;IC 1552)</p> <p>2. AS OF FIRST OF MONTH IN WHICH APPLICATION GRANTED, IF SIGNED IN A PREVIOUS MONTH AND GRANTED BEFORE END OF 90-DAY INVESTIGATION PERIOD; (W&amp;IC 1550, 1552)</p> <p>3. IF INVESTIGATION NOT COMPLETED WITHIN 90-DAY PERIOD, AID SHALL BEGIN AS OF FIRST OF MONTH IN WHICH END OF 90-DAY PERIOD OCCURRED; (W&amp;IC 1550)</p> <p>4. AS OF DATE DIRECTED BY SSWB, IN AN APPEAL CASE. (W&amp;IC 1552)</p>

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	aid to needy blind aid to partially self sup- porting blind residents	aid to needy children
INVESTIGATION	<p>BOARD OF SUPERVISORS, DIRECTLY OR THROUGH AN AUTHORIZED INVESTIGATOR, SHALL UPON RECEIPT OF AN APPLICATION, PROMPTLY, WITHOUT UNNECESSARY DELAY AND WITH ALL DILIGENCE, MAKE NECESSARY INVESTIGATION WHICH SHALL BE COMPLETED WITHIN 60 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COMPLETED AT THE END OF THE 60-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (W&amp;IC 2181, 2183)</p> <p>INVESTIGATION SHALL BE MADE WITHIN 30 DAYS, WHEN A FORMER RECIPIENT, WHOSE AID WAS DISCONTINUED BECAUSE OF EMPLOYMENT, REAPPLIES. IF NOT COMPLETED WITHIN 30 DAYS IT SHALL CONTINUE UNTIL COMPLETED. (W&amp;IC 2183.9)</p>	<p>BOARD OF SUPERVISORS SHALL IMMEDIATELY INVESTIGATE INTO MERITS OF ALL APPLICATIONS. INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS AFTER RECEIPT OF APPLICATION. IF NOT COMPLETED AT THE END OF 90-DAY PERIOD, THE INVESTIGATION SHALL CONTINUE UNTIL COMPLETED. (W&amp;IC 3082, 3460)</p>	<p>COUNTY SHALL PROMPTLY INVESTIGATE ALL APPLICATIONS IN THE MANNER AND ON FORMS PRESCRIBED BY THE SDSW.</p> <p>INVESTIGATION SHALL BE COMPLETED WITHIN 90 DAYS. IF NOT COMPLETED WITHIN THAT TIME IT SHALL CONTINUE UNTIL COMPLETED. (W&amp;IC 1550)</p>
NEED	REQUIRED. (W&IC 2001)	<p><u>ANB</u> INABILITY TO PROVIDE SELF WITH NECESSITIES OF LIFE AS DEFINED IN ANB LAW. (W&amp;IC 3005)</p> <p><u>APSB</u> INABILITY TO PROVIDE SELF FULLY WITH NECESSITIES OF LIFE AS DEFINED IN APSB LAW. (W&amp;IC 3403)</p> <p><u>ANB-APSB</u> IT IS RECOGNIZED THAT THE NEEDS OF BLIND PERSONS MAY BE DIFFERENT FROM THE NEEDS OF AGED PERSONS. (W&amp;IC 3002, 3401.5)</p> <p>AID MAY NOT BE DENIED BECAUSE OF FREE BOARD AND LODGING SUPPLIED UNDER CERTAIN CIRCUMSTANCES. (W&amp;IC 3049, 3449)</p>	REQUIRED. (W&IC 1500)

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, ABSE, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
BLINDNESS		VISION OF APPLICANT MUST BE IMPAIRED OR LOST SO THAT HE IS UNABLE TO PROVIDE HIMSELF WITH NECESSITIES OF LIFE. (W&IC 3005, 3403)	
CITIZENSHIP	APPLICANT MUST BE AMERICAN CITIZEN. (W&IC 2160)		
CONSTRUCTION OF LAW	TO BE LIBERALLY CONSTRUED. (W&IC 2003)	TO BE LIBERALLY CONSTRUED TO EFFECT OBJECTS AND PURPOSES. (W&IC 3001, 3401)	TO BE LIBERALLY CONSTRUED TO EFFECT ITS OBJECTS AND PURPOSES. (W&IC 1507)
INSTITUTIONAL CARE			
A. PUBLIC INSTITUTION	AID MAY NOT BE PAID TO INMATE OF PUBLIC HOME OR INSTITUTION OF CUSTODIAL, CORRECTIONAL, OR CURATIVE CHARACTER, EXCEPT IN CASE OF TEMPORARY MEDICAL OR SURGICAL CARE IN A PUBLIC HOSPITAL FOR PERIOD NOT EXCEEDING TWO CALENDAR MONTHS. (W&IC 2160)  FOR EACH PERSON WHO IS RECEIVING OAS WHEN HE ENTERS A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL, OR INFIRMARY CARE AT COUNTY EXPENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF CONFINEMENT, PAYS TO THE COUNTY THE STATE'S SHARE OF THE OAS SUCH PERSON WAS RECEIVING AT THE TIME OF HIS ENTRANCE. (W&IC 2160.7)	AID MAY NOT BE PAID TO INMATE OF INSTITUTION SUPPORTED IN WHOLE OR PART BY STATE OR POLITICAL SUBDIVISION, EXCEPT IN CASE OF HOSPITALIZATION IN PUBLIC HOSPITAL FOR PERIOD NOT EXCEEDING TWO CALENDAR MONTHS.  BLIND PERSONS EMPLOYED IN SHOP MAINTAINED BY STATE WHICH DOES NOT PROVIDE BOARD AND ROOM TO EMPLOYEES ARE NOT INMATES OF PUBLIC INSTITUTION.  AID SHALL NOT BE DENIED BECAUSE OF APPLICANT'S ATTENDANCE AT ANY PUBLIC HIGH SCHOOL OR INSTITUTION OF HIGHER LEARNING IN CALIFORNIA. (W&IC 3044, 3444)  FOR EACH PERSON WHO IS RECEIVING ANB WHEN HE ENTERS A COUNTY INSTITUTION FOR MEDICAL, HOSPITAL, OR INFIRMARY CARE AT COUNTY EXPENSE, THE STATE, DURING THE PERIOD FOLLOWING THE FIRST TWO CALENDAR MONTHS OF CONFINEMENT, PAY TO THE COUNTY THE STATE'S SHARE OF THE ANB SUCH PERSON WAS RECEIVING AT THE TIME OF HIS ENTRANCE. (W&IC 3044.1)	AID MAY NOT BE PAID TO AN INMATE OF A PUBLIC HOSPITAL EXCEPT WHEN RECEIVING TEMPORARY MEDICAL OR SURGICAL CARE NOT EXCEEDING TWO CALENDAR MONTHS IN DURATION. (W&IC 1529)
B. PRIVATE INSTITUTION	AID MAY BE PAID INMATE OF HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION UNDER CERTAIN CONDITIONS. (W&IC 2160.5)	AID MAY BE PAID INMATE OF A HOME OR INSTITUTION MAINTAINED BY ANY FRATERNAL, BENEVOLENT, OR OTHER NON-PROFIT ORGANIZATION UNDER CERTAIN CONDITIONS. (W&IC 3044.5, 3460)	AN INSTITUTION MAINTAINING A NEEDY CHILD MAY APPLY TO SDSW FOR AID FOR CHILD. (W&IC 1557)  NO CHILD MAINTAINED IN AN INSTITUTION FOR WHOM A BONA-FIDE OFFER OF PROPER HOME, OF SAME RELIGIOUS FAITH AS CHILD OR PARENTS, IS MADE IS ELIGIBLE FOR FURTHER AID. (W&IC 1524)

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIAL SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
<b>PROPERTY (CONT'D)</b> <b>A. REAL AND PERSONAL (CONT'D)</b>	<p>ANY PLACE OF ABODE SUCH AS HOUSE, BOAT, TRAILER, ETC., SHALL BE CONSIDERED REAL PROPERTY. (W&amp;IC 2163.7)</p> <p>OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURTE- ANT TO THE LAND SHALL BE CON- SIDERED REAL PROPERTY. (W&amp;IC 2163.4)</p> <p>VALUE OF APPLICANT'S PER- SONAL PROPERTY NOT TO EXCEED \$600 AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED.</p> <p>PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POL- ICIES OF LIFE INSURANCE IN EFFECT AT LEAST 5 YEARS PRIOR TO APPLICATION, IF VALUE AT MATURITY DOES NOT EXCEED \$1000. (W&amp;IC 2163)</p> <p>AN HEIR'S INTEREST IN AN ESTATE, OR A BENEFICIARY'S INTEREST IN A TRUST SHALL NOT BE CONSIDERED PROPERTY OF AN APPLICANT OR RECIPIENT UNTIL IT IS DISTRIBUTED AND AVAILABLE FOR EXPENDITURE BY HIM. (W&amp;IC 2163.1)</p> <p>PERSONAL PROPERTY DOES NOT INCLUDE PERSONAL EFFECTS EX- CEPT JEWELRY IN EXCESS OF \$200. (W&amp;IC 2163.2)</p> <p>PERSONAL PROPERTY SHALL NOT INCLUDE INTERMENT PLOTS NOR MONEY PLACED IN TRUST OR INSURANCE FOR FUNERAL OR IN- TERMENT EXPENSES EXCEPT IN VALUE OF OVER \$500. (W&amp;IC 2163.6)</p>	<p>A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&amp;IC 3047.5, 3448)</p>	
<b>B. TRANSFER</b>	APPLICANT MUST NOT HAVE MADE VOLUNTARY ASSIGNMENT OR TRANSFER OF PROPERTY FOR PURPOSE OF QUALIFYING FOR AID (W&IC 2160) BUT SHALL NOT BE DENIED AID FOR TRANS- FER WHICH DOES NOT DEPRIVE HIM OF PRESENT USE, ENJOY- MENT OR INCOME THEREOF AND DOES NOT RENDER HIM INELIGI- BLE UNDER MAXIMUM PROPERTY LIMITATIONS. (W&IC 2007.5)		

(SECTION CONTINUED ON NEXT PAGE)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
NO DISCRIMINATION	NO RULE OR REGULATION SHALL BE ADOPTED WHICH RESULTS IN DISCRIMINATION AGAINST ANY PRACTITIONERS OF ANY TYPE OF THERAPY, TREATMENT BY PRAYER OR SPIRITUAL MEANS, OR OTHER TREATMENT RECOGNIZED AS A BRANCH OF THE HEALING ARTS. (W&IC 2140)		
PAUPERISM	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES OAS. (W&IC 2009)	NO PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES ANB OR APSB. (W&IC 3002, 3401.5)	
PROPERTY A. REAL AND PERSONAL	<p>COUNTY ASSESSED VALUE APPLICANT'S REAL PROPERTY NOT TO EXCEED \$3000, AFTER ALL ENCUMBRANCES OF RECORD HAVE BEEN DEDUCTED (W&amp;IC 2164) OR, IF MARRIED, COUNTY ASSESSED VALUE COMBINED REAL PROPERTY OF APPLICANT AND SPOUSE NOT TO EXCEED \$3000, AFTER ENCUMBRANCES OF RECORD DEDUCTED. (W&amp;IC 2165)</p> <p>REAL PROPERTY IN ANOTHER STATE OWNED BY SPOUSE UNDER CERTAIN CIRCUMSTANCES SHALL NOT PRECLUDE APPLICANT'S RECEIVING AID UNLESS HE HAS A PRESENT LEGAL INTEREST THEREIN. (W&amp;IC 2165A)</p> <p>ESTATES FOR NOT LESS THAN 10 YEARS WHEN USED AS RESIDENCE BY OWNERS THEREOF SHALL BE CONSIDERED REAL PROPERTY. (W&amp;IC 2163.5)</p>	<p>COUNTY ASSESSED VALUE, LESS ENCUMBRANCES OF RECORD, OF PERSONAL OR REAL PROPERTY, OR BOTH, OF APPLICANT, INCLUDING HIS SHARE OF COMMUNITY PROPERTY, NOT TO EXCEED \$3000.</p> <p>PERSONAL PROPERTY SHALL NOT INCLUDE A POLICY OR POLICIES OF LIFE INSURANCE IN EFFECT AT LEAST 5 YEARS PRIOR TO APPLICATION, IF VALUE AT MATURITY DOES NOT EXCEED \$1000. (W&amp;IC 3047, 3447)</p> <p>ANB SHALL NOT BE PAID TO ANY PERSON WHO OWNS CASH, INSURANCE HAVING A CASH SURRENDER VALUE, OR SECURITIES, THE COMBINED VALUE OF WHICH, LESS ALL ENCUMBRANCES OF RECORD IS OVER \$600 UNLESS THE SDSW FINDS THAT HE IS CAPABLE OF PARTIAL OR WHOLE SELF-SUPPORT AND HAS ENTERED INTO A PROGRAM OF SELF-SUPPORT. (W&amp;IC 3047)</p>	<p>COUNTY ASSESSED VALUE COMBINED REAL PROPERTY CHILD AND/OR PARENTS NOT TO EXCEED \$3000. (W&amp;IC 1520)</p> <p>CASH OR SECURITIES OWNED BY ORPHAN CHILD NOT TO EXCEED \$250.</p> <p>COMBINED VALUE OF CASH OR SECURITIES OWNED BY CHILD OR CHILDREN IN ONE FAMILY AND/OR PARENTS NOT TO EXCEED \$500. (W&amp;IC 1521)</p> <p>A SHARE OF AN UNDISTRIBUTED ESTATE WHICH HAS NO PRESENT ECONOMIC USE DOES NOT CONSTITUTE PROPERTY. (W&amp;IC 1521.5)</p> <p>OWNERSHIP OF STOCK IN A WATER COMPANY NOT APPURtenant TO THE LAND SHALL BE CONSIDERED REAL PROPERTY. (W&amp;IC 1520.1)</p>

(SECTION CONTINUED ON NEXT PAGE)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RECORDS CONFIDENTIAL	<p>ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&amp;IC 118)</p> <p>IN CASE OF DISPUTE, THE APPLICATION AND SUPPORTING DOCUMENTS PERTAINING TO HIS CASE IN SDSW, ANY COUNTY OFFICE, OR ELSEWHERE, SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY APPLICANT OR RECIPIENT, OR HIS AGENT OR ATTORNEY. (W&amp;IC 2014)</p> <p>UPON REQUEST, EVERY APPLICANT SHALL BE GIVEN AN ITEMIZED REPORT OF AMOUNT OF AID GRANTED AND DEDUCTIONS, IF ANY, MADE. (W&amp;IC 2016)</p>	<p>ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&amp;IC 118). HOWEVER, ALL PAPERS AND RECORDS PERTAINING TO HIS CASE SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY THE APPLICANT OR HIS ATTORNEY OR AGENT. (W&amp;IC 3079, 3460)</p>	<p>ALL APPLICATIONS AND RECORDS ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED; RULES OF SDSW AS TO USE, CUSTODY, PRESERVATION OF SUCH RECORDS SHALL BE OBSERVED. (W&amp;IC 118)</p>
RELATIVES RESPONSIBLE	<p>SPOUSE AND CHILD. (W&amp;IC 2160)</p> <p>MAXIMUM DEGREE OF LIABILITY OF RESPONSIBLE RELATIVE SHALL BE DETERMINED BY RELATIVES CONTRIBUTION SCALE. MARRIED DAUGHTER NOT REQUIRED TO CONTRIBUTE UNLESS INCOME IS HER SEPARATE PROPERTY. (W&amp;IC 2181) RECOVERY ACTION SHALL BE BROUGHT AGAINST SPOUSE OR ADULT CHILD PECUNIARILY ABLE TO ASSIST APPLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&amp;IC 2224)</p>	<p>SPOUSE, PARENT AND ADULT CHILD. RECOVERY ACTION MAY BE BROUGHT AGAINST FOREGOING IF PECUNIARILY ABLE TO ASSIST APPLICANT. PAYMENT OF AID SHALL NOT BE CONTINGENT UPON SUCH RECOVERY. (W&amp;IC 3088, 3474)</p>	<p>PARENTS. (CC 137, 138, 139, 196, 196A, 206, 207, 208, 209)</p>
RESIDENCE A. STATE	<p>APPLICANT SHALL HAVE RESIDED IN CALIFORNIA 5 OUT OF LAST 9 YEARS, INCLUDING YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&amp;IC 2160)</p>	<p>IF BECAME BLIND WHILE CALIFORNIA RESIDENT, NO PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED. (W&amp;IC 3040, 3430)</p> <p><u>ANB</u> IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT, APPLICANT SHALL HAVE RESIDED IN STATE 5 OUT OF LAST 9 YEARS, INCLUDING THE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&amp;IC 3041)</p> <p><u>APSB</u> IF BECAME BLIND WHILE NOT CALIFORNIA RESIDENT APPLICANT SHALL HAVE RESIDED IN STATE 10 YEARS IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&amp;IC 3431)</p>	<p>IF CHILD BORN IN CALIFORNIA, NO SPECIFIC PERIOD OF RESIDENCE PRECEDING DATE OF APPLICATION REQUIRED;</p> <p>IF CHILD NOT BORN IN CALIFORNIA, HE SHALL HAVE BEEN PHYSICALLY PRESENT OR PARENT SHALL HAVE RESIDED IN STATE FOR ONE YEAR IMMEDIATELY PRECEDING DATE OF APPLICATION. (W&amp;IC 1525)</p>

(SECTION CONTINUED ON NEXT PAGE)

101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING BLIND RESIDENTS	aid to needy children
PROPERTY (CONT'D)			
B. TRANSFER (CONT'D)	ANY PERSON KNOWING THAT THE OWNER IS AN APPLICANT WHO AIDS OR ABETS IN BUYING OR DISPOSING OF PROPERTY SHALL GIVE 15 DAYS' NOTICE IN WRITING TO THE BOARD OF SUPERVISORS. FAILURE TO DO SO CONSTITUTES MISDEMEANOR. (W&IC 2007)		
C. LIENS	NO AID GRANTED UNDER OAS LAW MAY CONSTITUTE A LIEN AGAINST PROPERTY OF RECIPIENT. (W&IC 2225)		
D. MISCELLANEOUS	RECIPIENT SHALL NOTIFY COUNTY IMMEDIATELY OF ACQUISITION OF ANY PROPERTY BY SELF OR SPOUSE IN EXCESS OF AMOUNT ALLOWED. (W&IC 2222) IF, ON DEATH OF RECIPIENT, IT IS FOUND THAT HE WAS POSSESSED OF PROPERTY IN EXCESS OF AMOUNT ALLOWED, DOUBLE AMOUNT OF AID PAID IN EXCESS OF THAT TO WHICH HE WAS LEGALLY ENTITLED MAY BE RECOVERED BY SDSW. (W&IC 2223)		
PURPOSE OF LAW	TO AID CERTAIN NEEDY AGED RESIDENTS OF CALIFORNIA. (W&IC 2001) TO GIVE AID TO APPLICANTS IN THEIR OWN OR OTHER SUITABLE HOMES OF THEIR OWN CHOOSING, IN PREFERENCE TO PLACING THEM IN INSTITUTIONS. (W&IC 2005)	ANB TO AID CERTAIN NEEDY BLIND PERSONS WHO HAVE NOT SUFFICIENT INCOME OF THEIR OWN TO PROVIDE THEMSELVES WITH NECESSITIES OF LIFE. (W&IC 3005) APSB TO AID CERTAIN BLIND PERSONS WHO HAVE NOT SUFFICIENT INCOME OF THEIR OWN TO PROVIDE THEMSELVES FULLY WITH NECESSITIES OF LIFE. (W&IC 3403) TO PROVIDE A PLAN WHEREBY BLIND RESIDENTS OF CALIFORNIA MAY BE ENCOURAGED TO TAKE ADVANTAGE OF AND ENLARGE THEIR ECONOMIC OPPORTUNITIES, TO THE END THAT THEY MAY BECOME INDEPENDENT OF PUBLIC ASSISTANCE AND ENTIRELY SELF-SUPPORTING. (W&IC 3400)	TO PROVIDE AID FOR CHILDREN WHOSE DEPENDENCY IS CAUSED BY CIRCUMSTANCES DEFINED IN THE ANC LAW. TO KEEP CHILDREN IN OWN HOMES WHENEVER POSSIBLE; TO PROVIDE BEST SUBSTITUTE FOR OWN HOME FOR CHILDREN WHO MUST HAVE FOSTER CARE. (W&IC 1503)

(SECTION CONTINUED ON NEXT PAGE)

101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM 101-03  
 W. & I. CODE  
 OAS, ANB, APSB, ANC

OLD AGE SECURITY	aid to needy blind aid to partially self-supporting blind residents	aid to needy children
<p>EVERY NEEDY AGED PERSON RESIDING WITHIN THE STATE SHALL BE ENTITLED TO AID PROVIDED HE COMES WITHIN THE PROVISIONS OF THE LAW. (W&amp;I C 2001)</p> <p>THE PROVISIONS OF THIS LAW SHALL BE CONSTRUED AS AN ADDITIONAL METHOD OF SUPPORTING AND PROVIDING FOR THE AGED POOR. (W&amp;I C 2004)</p> <p>THIS LAW SHALL BE LIBERALLY CONSTRUED. (W&amp;I C 2003)</p> <p>THE SDSW AND THE COUNTY SHALL FOLLOW THE POLICY OF GIVING THE AID PROVIDED IN THE LAW TO EVERY PERSON IN HIS OWN OR SOME OTHER SUITABLE HOME OF HIS OWN CHOOSING IN PREFERENCE TO PLACING HIM IN AN INSTITUTION. (W&amp;I C 2005)</p> <p>NO PERSON RECEIVING AID UNDER THE PROVISIONS OF THE OAS LAW SHALL BE DEEMED A PAUPER BECAUSE OF THE RECEIPT OF SUCH AID. NO WARRANT DRAWN IN PAYMENT OF SUCH AID SHALL CONTAIN ANY REFERENCE TO INDIGENCY OR PAUPERISM. (W&amp;I C 2009)</p> <p>ALL AID GIVEN UNDER THE PROVISION OF THIS LAW SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&amp;I C 2006)</p> <p>NO OAS RECIPIENTS SHALL BE CONSIDERED IN CUSTODY OF STATE OR ANY SUBDIVISION THEREOF BY REASON OF SUCH AID, OR SUBJECT TO CONTROL IN HIS MANNER OF LIVING BY STATE OR COUNTY OFFICIALS' OR EMPLOYEES OF THE COUNTY IN WHICH HE SHALL RESIDE, SAVE WHEN ADJUDGED INCOMPETENT TO CARE FOR HIMSELF BY PROPER TRIBUNAL OR WHEN ADMITTED TO A STATE OR COUNTY HOSPITAL FOR MEDICAL ATTENTION, WHEN HE SHALL BE SUBJECT TO THE RULES OF THE INSTITUTION IN THE SAME DEGREE AS OTHER PATIENTS. NOTHING CONTAINED HEREIN SHALL PREVENT THE PAYMENT OF AID TO ANY RESPONSIBLE PERSON ACCEPTABLE TO THE RECIPIENT FOR THE BENEFIT OF THE RECIPIENT, AS PROVIDED ELSEWHERE IN THE OAS LAW. (W&amp;I C 2193)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL ARE CONFIDENTIAL; NO LIST OF RECIPIENTS</p>	<p>THE PURPOSE OF APSB LAW IS TO PROVIDE A PLAN WHEREBY BLIND RESIDENTS OF THIS STATE MAY BE ENCOURAGED TO TAKE ADVANTAGE OF AND TO ENLARGE THEIR ECONOMIC OPPORTUNITIES, TO THE END THAT THEY MAY RENDER THEMSELVES INDEPENDENT OF PUBLIC ASSISTANCE AND BECOME ENTIRELY SELF-SUPPORTING. TO ACHIEVE THIS OBJECTIVE, RESOURCES AND INCOME BEYOND NECESSITIES OF BARE DECENCY AND SUBSISTENCE ARE REQUIRED. THE RETENTION OF NECESSARY INCOME AND RESOURCES BY THE BLIND WHO SHOW A REASONABLE PROBABILITY OF BEING ABLE AND WILLING TO UNDERTAKE THE ACQUISITION OF RESOURCES AND INCOME NECESSARY FOR SELF-SUPPORT WILL ENCOURAGE THEM IN THEIR EFFORTS TO BECOME SELF-SUPPORTING. (W&amp;I C 3400)</p> <p>THE PROVISIONS OF THE LAW SHALL BE LIBERALLY CONSTRUED TO EFFECT ITS OBJECTS AND PURPOSES. (W&amp;I C 3001, 3401)</p> <p>NO BLIND PERSON SHALL BE DEEMED A PAUPER BECAUSE HE RECEIVES ANB OR APSB. THESE LAWS SHALL BE CONSTRUED SEPARATE AND APART FROM ANY PROVISIONS OF THE LAW FOR THE AID AND RELIEF OF INDIGENTS. (W&amp;I C 3002, 3401.5)</p> <p>NO PERSON CONCERNED WITH THE ADMINISTRATION OF THE ANB OR APSB LAW SHALL DICTATE HOW ANY PERSON SHALL EXPEND THE AID GRANTED TO HIM. (W&amp;I C 3003, 3402)</p> <p>ALL AID GIVEN UNDER THESE LAWS SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&amp;I C 3008, 3407)</p> <p>NO PERSON WHO PUBLICLY SOLICITS ALMS IN ANY PART OF THE STATE SHALL BE ELIGIBLE TO RECEIVE AID UNDER THE ANB OR APSB LAW. "PUBLICLY SOLICITS" SHALL BE CONSTRUED TO MEAN EITHER WEARING, CARRYING, OR EXHIBITING SIGNS DENOTING BLINDNESS FOR THE</p>	<p>IT IS THE OBJECT AND PURPOSE OF THE ANC LAW TO PROVIDE AID FOR CHILDREN WHOSE DEPENDENCY IS CAUSED BY CERTAIN CIRCUMSTANCES AND TO KEEP CHILDREN IN THEIR OWN HOMES WHEREVER POSSIBLE, AND TO PROVIDE THE BEST SUBSTITUTE FOR THEIR OWN HOMES FOR THOSE CHILDREN WHO MUST BE GIVEN FOSTER CARE. (W&amp;I C 1503)</p> <p>THE PROVISIONS OF THE LAW SHALL BE LIBERALLY CONSTRUED TO EFFECT ITS STATED OBJECTS AND PURPOSES. (W&amp;I C 1507)</p> <p>NO PUBLIC OFFICIAL, AGENT OR REPRESENTATIVE SHALL BE AUTHORIZED IN CARRYING OUT ANY OF THE PROVISIONS OF THE ANC LAW, TO TAKE CHARGE OF ANY CHILD OVER THE OBJECTION OF EITHER OF THE PARENTS OF SUCH CHILD, OR OF THE PERSON STANDING IN THE PLACE OF A PARENT TO SUCH CHILD, EXCEPT PURSUANT TO A PROPER COURT ORDER. (W&amp;I C 1502)</p> <p>ALL AID GIVEN UNDER THIS LAW SHALL BE ABSOLUTELY INALIENABLE BY ANY ASSIGNMENT, SALE, ATTACHMENT, EXECUTION, OR OTHERWISE AND IN CASE OF BANKRUPTCY THE AID SHALL NOT PASS THROUGH ANY TRUSTEE OR OTHER PERSON ACTING ON BEHALF OF CREDITORS. (W&amp;I C 1505)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED OR PUBLISHED; NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED, OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDEMEANOR.</p> <p>THE RULES OF THE SDSW AS TO USE, CUSTODY, AND PRESERVATION OF SUCH RECORDS ARE BINDING ON ALL DEPARTMENTS, OFFICIALS, AND EMPLOYEES OF THE STATE, OR OF ANY POLITICAL SUBDIVISION OF THE STATE. THE SDSW RULES MAY PROVIDE FOR GIVING INFORMATION TO COURTS OF RECORD AND FOR GIVING INFORMATION TO OR EXCHANGING INFORMATION WITH PUBLIC AGENCIES OR PRIVATE SOCIAL WELFARE OR HEALTH AGENCIES FOR THEIR USE IN RELATION TO CASES IN WHICH SUCH AGENCIES, AS A PART OF THEIR USUAL DUTIES, ARE MAKING SOCIAL INVESTIGATIONS FOR THE PURPOSE OF RENDERING SOCIAL SERVICES.</p>

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101-00 CHART OF CERTAIN PROVISIONS OF THE W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-00

(THIS CHART IS NOT INTENDED TO BE ALL INCLUSIVE, BUT PRESENTS BRIEF STATEMENTS OF GENERAL PROVISIONS.)

PROVISIONS	OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUP- PORTING BLIND RESIDENTS	AID TO NEEDY CHILDREN
RESIDENCE (CONT'D) B. COUNTY	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELIGIBILITY TO AID.  FOR COUNTY FINANCIAL PAR- TICIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 2160)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELI- GIBILITY TO AID. (W&IC 3042, 3432)  FOR COUNTY FINANCIAL PARTI- CIPATION, 6 MONTHS' PERIOD OF COUNTY RESIDENCE IS REQUIRED IF APPLICANT BECAME BLIND WHILE CALIFORNIA RESIDENT; OTHERWISE, ONE YEAR OF COUNTY RESIDENCE REQUIRED. (W&IC 3040, 3041, 3430, 3431)	NO PERIOD REQUIRED PRIOR TO DATE OF APPLICATION FOR ELI- GIBILITY TO AID. (W&IC 1512, 15260, 1557)  FOR COUNTY FINANCIAL PARTI- CIPATION, ONE YEAR OF COUNTY RESIDENCE REQUIRED EXCEPT IN CASE OF FOUNDLING OR CHILD WHOSE APPLICATION IS FILED BY INSTITUTION MAINTAINING HIM. (W&IC 1526)
SOLICITATION OF ALMS		NO PERSON WHO PUBLICLY SO- LICITS ALMS IN THIS STATE IS ELIGIBLE FOR AID. (W&IC 3046, 3446)	
TRANSFERS, INTER-COUNTY	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELI- GIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPI- ENT HAS ATTAINED RESIDENCE. (W&IC 2200)	RECIPIENT WHO MOVES FROM ONE COUNTY TO ANOTHER WITH INTENT TO RESIDE IN SECOND COUNTY SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELI- GIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH RECIPIENT HAS ATTAINED RESIDENCE. (W&IC 3090, 3450)	CHILD WHOSE RESIDENCE IS CHANGED FROM ONE COUNTY TO ANOTHER SHALL BE ENTITLED TO CONTINUANCE OF AID BY FIRST COUNTY FOR ONE YEAR. AID SHALL THEN BE PAID, IF ELIGIBILITY CONTINUES, THROUGH THE COUNTY IN WHICH THE CHILD HAS ATTAINED RESIDENCE. (W&IC 1527)

101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM 101-03  
 W. & I. CODE (Cont'd)  
 OAS, ANB, APSB, ANC

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING A BLIND RESIDENTS	AID TO NEEDY CHILDREN
<p>THE DEPARTMENT. (W&amp;IC 2015)    ANY PERSON WHO KNOWINGLY VIOLATES ANY PROVISION OF THE OAS LAW FOR WHICH NO PENALTY IS SPECIFICALLY PROVIDED, IS GUILTY OF A MISDEMEANOR. (W&amp;IC 2008)</p> <p>ANY PERSON WHO ACCEPTS COMPENSATION OR OTHER REMUNERATION FOR MAKING APPLICATION FOR AID ON BEHALF OF AN AGED PERSON, OR FOR ASSISTING AN AGED PERSON TO OBTAIN A GREATER AMOUNT OF AID IS GUILTY OF A MISDEMEANOR. AN ACTIVE MEMBER OF THE STATE BAR IS NOT PROHIBITED FROM ACCEPTING A FEE FOR REPRESENTING AN AGED PERSON IN A HEARING BEFORE THE COUNTY BOARD OF SUPERVISORS, IN AN APPEAL TO THE STATE SOCIAL WELFARE BOARD, OR IN ANY COURT ACTION. (W&amp;IC 2008.5)</p> <p>EVERY APPLICANT SHALL BE GIVEN, UPON REQUEST THEREFOR, AN ITEMIZED REPORT SETTING FORTH THE AMOUNT OF AID GRANTED HIM, AND THE DEDUCTIONS, IF ANY, MADE. (W&amp;IC 2016)</p>	<p>ALL PAPERS AND RECORDS PERTAINING TO HIS CASE ON FILE IN THE SDSW OR COUNTY OFFICE OR ELSEWHERE SHALL BE OPEN TO INSPECTION AT ANYTIME DURING BUSINESS HOURS BY THE APPLICANT FOR ANB OR APSB OR HIS ATTORNEY OR AGENT. (W&amp;IC 3079)</p>	

101-03 PURPOSE AND GENERAL PROVISIONS OF THE PUBLIC ASSISTANCE PROGRAM  
W. & I. CODE (Cont'd)  
OAS, ANB, APSB, ANC

101-03

OLD AGE SECURITY	AID TO NEEDY BLIND AID TO PARTIALLY SELF-SUPPORTING A BLIND RESIDENT	AID TO NEEDY CHILDREN
<p>SHALL BE DISCLOSED OR PUBLISHED; NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED, OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDEMEANOR.</p> <p>THE RULES OF THE SDSW AS TO USE, CUSTODY, AND PRESERVATION OF SUCH RECORDS ARE BINDING ON ALL DEPARTMENTS, OFFICIALS, AND EMPLOYEES OF THE STATE, OR OF ANY POLITICAL SUBDIVISION OF THE STATE. THE SDSW RULES MAY PROVIDE FOR GIVING INFORMATION TO COURTS OF RECORD AND FOR GIVING INFORMATION TO OR EXCHANGING INFORMATION WITH PUBLIC AGENCIES OR PRIVATE SOCIAL WELFARE OR HEALTH AGENCIES FOR THEIR USE IN RELATION TO CASES IN WHICH SUCH AGENCIES, AS A PART OF THEIR USUAL DUTIES, ARE MAKING SOCIAL INVESTIGATIONS FOR THE PURPOSE OF RENDERING SOCIAL SERVICES. THE SDSW RULES MAY PROVIDE FOR MAKING CASE RECORDS AVAILABLE FOR RESEARCH PURPOSES PROVIDED THAT SUCH RESEARCH WILL NOT RESULT IN THE DISCLOSURE OF THE IDENTITY OF APPLICANTS FOR PUBLIC ASSISTANCE. (W&amp;IC 118)</p> <p>IN CASE OF DISPUTE, THE APPLICATION AND SUPPORTING DOCUMENTS PERTAINING TO HIS CASE ON FILE IN THE SDSW, OR IN ANY COUNTY OFFICE OR ELSEWHERE SHALL BE OPEN TO INSPECTION AT ANY TIME DURING BUSINESS HOURS BY THE APPLICANT OR RECIPIENT OR BY HIS DESIGNATED ATTORNEY OR AGENT, UPON PROOF OF HIS DESIGNATION AS SUCH ATTORNEY OR AGENT. (W&amp;IC 2014)</p> <p>COPIES OF ALL LAWS RELATING TO APPLICATION FOR AND GRANTING OF OAS, AND OF ALL BULLETINS AND RULES AND REGULATIONS OF THE SDSW SHALL BE AVAILABLE TO THE PUBLIC IN EACH COUNTY OFFICE ADMINISTERING OAS AND IN EACH LOCAL OR REGIONAL OFFICE OF</p>	<p>SECURING OF ALMS OR DOING THE SAME BY PROXY OR STATIONARY OR HOUSE-TO-HOUSE BEGGING, OR ANY OTHER MEANS OF PUBLICLY SEEKING ALMS. (W&amp;IC 3046, 3446)</p> <p>ANB OR APSB SHALL NOT BE GIVEN TO ANY INDIVIDUAL WHO RECEIVES AID UNDER THE OAS LAW. (W&amp;IC 3045, 3445)</p> <p>AN APPLICANT GRANTED APSB, SHALL NOT BE ELIGIBLE FOR ANB, FOR A PERIOD OF ONE YEAR FROM THE DATE UPON WHICH HE FILED HIS APPLICATION. (W&amp;IC 3473)</p> <p>ALL APPLICATIONS AND RECORDS CONCERNING ANY INDIVIDUAL ARE CONFIDENTIAL; NO LIST OF RECIPIENTS SHALL BE DISCLOSED OR PUBLISHED; NO PERSON SHALL PUBLISH, DISCLOSE, OR USE OR PERMIT OR CAUSE TO BE PUBLISHED, DISCLOSED, OR USED ANY CONFIDENTIAL INFORMATION PERTAINING TO AN APPLICANT OR RECIPIENT. ANY VIOLATION OF THIS IS A MISDEMEANOR.</p> <p>THE RULES OF THE SDSW AS TO USE, CUSTODY, AND PRESERVATION OF SUCH RECORDS ARE BINDING ON ALL DEPARTMENTS, OFFICIALS, AND EMPLOYEES OF THE STATE, OR OF ANY POLITICAL SUBDIVISION OF THE STATE. THE SDSW RULES MAY PROVIDE FOR GIVING INFORMATION TO COURTS OF RECORD AND FOR GIVING INFORMATION TO OR EXCHANGING INFORMATION WITH PUBLIC AGENCIES OR PRIVATE SOCIAL WELFARE OR HEALTH AGENCIES FOR THEIR USE IN RELATION TO CASES IN WHICH SUCH AGENCIES, AS A PART OF THEIR USUAL DUTIES, ARE MAKING SOCIAL INVESTIGATIONS FOR THE PURPOSE OF RENDERING SOCIAL SERVICES. THE SDSW RULES MAY PROVIDE FOR MAKING CASE RECORDS AVAILABLE FOR RESEARCH PURPOSES PROVIDED THAT SUCH RESEARCH WILL NOT RESULT IN THE DISCLOSURE OF THE IDENTITY OF APPLICANTS FOR PUBLIC ASSISTANCE. (W&amp;IC 118)</p>	<p>THE SDSW RULES MAY PROVIDE FOR MAKING CASE RECORDS AVAILABLE FOR RESEARCH PURPOSES PROVIDED THAT SUCH RESEARCH WILL NOT RESULT IN THE DISCLOSURE OF THE IDENTITY OF APPLICANTS FOR PUBLIC ASSISTANCE. (W&amp;IC 118)</p> <p>A COUNTY MAY TRANSPORT NEEDY CHILDREN TO PROPER HOMES WITHOUT THE STATE, WHEN SUCH HOMES ARE OFFERED. THE STATE SHALL PAY ONE-HALF OF THE TOTAL EXPENSE NECESSARILY INCURRED IN EFFECTING SUCH TRANSPORTATION. (W&amp;IC 1580)</p>

(SECTION CONTINUED ON NEXT PAGE)

120-32 RESIDENCE OF MARRIED WOMAN UNDER OAS LAW  
OAS

120-32

A woman applicant for OAS may establish her own separate residence if she is in fact living separate and apart from her husband.

When a wife has established a separate residence, such residence may not be changed except by her union of act and intent (SEE SECS. 120-00, RESIDENCE GENERAL, AND 120-05, GUIDES FOR DETERMINING WHETHER RESIDENCE ESTABLISHED), irrespective of her husband's residence. (W&IC 2140, 2161)

EXAMPLE A: HUSBAND IS LIVING IN COUNTY A, WIFE IS APPLYING FOR OAS IN COUNTY B. INVESTIGATION REVEALS THAT WIFE CAME TO COUNTY B IN 1935 INTENDING TO MAKE HER RESIDENCE THERE. WIFE IS RESIDENT OF COUNTY B, APPLICATION IS GRANTED BY THAT COUNTY IF SHE IS OTHERWISE ELIGIBLE.

EXAMPLE B: WOMAN CAME TO CALIFORNIA IN JANUARY, 1937, AND HAS REMAINED HERE CONTINUOUSLY WITH INTENT OF MAINTAINING HER RESIDENCE IN CALIFORNIA. HUSBAND JOINED HER IN CALIFORNIA IN 1939. WOMAN APPLIES FOR OAS IN FEBRUARY, 1942, AND HAS COMPLETED THE REQUIRED PERIOD OF STATE RESIDENCE AT THAT TIME.

EXAMPLE C: HUSBAND AND WIFE ESTABLISHED RESIDENCE FOR OAS IN CALIFORNIA, AND BOTH WERE GRANTED AID. THE HUSBAND MOVED OUT OF THE STATE WITH INTENT TO RESIDE ELSEWHERE. THE WIFE REMAINED IN CALIFORNIA. HER RESIDENCE IS IN CALIFORNIA AND HER RESIDENCE ELIGIBILITY CONTINUES FOR PURPOSES OF THE OAS LAW. (W&IC 2140, 2161)

120-30 RESIDENCE OF MARRIED WOMAN  
OAS, ANB, APSB, ANC

120-30

Under the general laws, residence of the husband determines that of the wife and the residence of an adult or minor married woman follows that of her husband. If the husband dies, the widow, though still a minor, would determine her own residence. A husband, however, is deemed to reside where his family has residence unless he establishes a separate residence elsewhere by act and intent. (POL C 52)

The foregoing is not intended to imply that a woman, upon marriage, assumes her husband's prior length of residence. Such a woman would not be eligible to aid unless she personally had met residence requirements set forth in the specific category of aid for which she is applying.

Specific exceptions to the general principles mentioned in the preceding paragraph are written into the laws governing OAS, ANB, APSB, and ANC. These exceptions are discussed in Sec. 120-32, Residence of Married Woman Under OAS Law; in Sec. 120-33, Residence of Married Woman Under ANB and APSB Laws, and in Sec. 122-10, ANC--Determination of County of Residence. (W&IC 1560, 2140, 2161, 3042.10, 3075, 3433, 3460)

121-75 (Continued)

121-75

Loss or lack of State residence on the part of parent of minor applicant for ANB does not affect child's eligibility, if the child became blind while a resident of California, or if he became blind while not a State resident provided he has been physically present here for five years out of the last nine years, including year immediately preceding the date of application.

Loss or lack of State residence on the part of the parent of a minor applicant for APSB does not affect the child's eligibility if the child became blind while a resident of California, or if he became blind while not a State resident provided he has been physically present here for ten years immediately preceding the date of application. (W&IC 2140, 3075, 3460)

121-77 EFFECT OF ABSENCE WITH INTENT TO ESTABLISH RESIDENCE IN  
ANOTHER STATE  
ANC

If the child has been physically absent from California or the parents have been absent from the State with intent to establish residence elsewhere, the following guides may be used in determining the effect of such absence on eligibility under the ANC law:

1. Loss of State residence by child and both parents would have no effect on ANC eligibility of child born in California, after child returns to State.
2. Loss or lack of State residence by both parents would have no effect on ANC eligibility of child not born in California if child has been physically present in State throughout year immediately preceding application and continues to remain here.
3. Loss or lack of State residence by one parent and child would have no effect on ANC eligibility of child not born in California if other parent has resided in State throughout year immediately preceding application, and child is in State when aid granted.
4. Absence of child from California would have no effect on ANC eligibility of child not born in California if parent or parents have resided in State throughout year immediately preceding application, and child returns to State before aid granted.
5. Loss of State residence by parents accompanied by child would render child not born in California ineligible to ANC until one year's continuous State residence is completed after California residence re-established by parent or parents or by child's physical presence. (W&IC 1525, 1526, 1560)

EXAMPLE A: CHILD BORN IN CALIFORNIA WHILE PARENTS VISITING HERE IN 1933. FAMILY RETURNED TO HOME STATE. PARENTS DIED AUGUST, 1939. CHILD RETURNS TO CALIFORNIA FOR FIRST TIME SINCE BIRTH, ON JUNE 10, 1940, TO LIVE WITH RELATIVES. CHILD ELIGIBLE TO ANC IN SO FAR AS RESIDENCE IS CONCERNED.

121-55 (Continued)

121-55

for such purposes. If such person's family is domiciled in California and the home port, home address or center of business affairs remains in this State, there is strong presumption that there has been no change in residence by act and intent. However, as stated in Sec. 121-50, Effect of Absence While on State or United States Business, the fact that absence is for reasons of employment does not preclude the possibility that residence may be changed by the union of act and intent during such absence. (W&IC 1560, 2140, 3075, 3460)

121-60 EFFECT OF ABSENCE FROM STATE WHILE INCARCERATED  
OAS, ANB, APSB, ANC

121-60

Absence from this State while kept in an almshouse, asylum or prison does not entail loss of residence. It is not probable that California residents would be maintained in out-of-State institutions other than penal, for any considerable length of time. However, Californians who maintain residence within this State but commit crimes outside California or who violate Federal statutes, may be imprisoned in out-of-State institutions for long periods of time.

The status quo of such prisoners would remain unchanged in the matter of State and county residence during incarceration except that residence would not be suspended but would continue to accumulate.

Similarly, a California resident extradited because of an offense committed elsewhere, whether ante-dating or post-dating establishment of California residence, would not be considered to have lost California residence because of extradition or because of absence while held under duress in another state or country. (W&IC 1560, 2140, 3075, 3460)

121-75 EFFECT OF ABSENCE WITH INTENT TO ESTABLISH RESIDENCE IN  
ANOTHER STATE  
OAS, ANB, APSB

121-75

Should investigation reveal that a person who has been absent for purposes of employment, or for any other cause, had established a residence in another state, his California residence for the period in question would be lost regardless of the length of absence. Only by union of act and intent could he begin the re-establishment of State residence.

If such a period of absence with intent to establish residence in another state occurred within the year prior to application it is necessary for OAS applicants, and ANB applicants who became blind while not California residents, to complete one full year of residence subsequent to re-establishment of residence in this State and prior to application before aid may be granted.

When such a period of absence has occurred within ten years prior to the date application for APSB is filed by one who became blind while not a California resident, aid may not be granted under this category. Ten full years of residence subsequent to re-establishment of residence by union of act and intent shall be completed before application for APSB may be granted.

(Section Continued on Next Page)

122-05 COUNTY RESIDENCE  
OAS, ANB, APSB, ANC

122-05

Assistance may be paid to a person, otherwise eligible, who has State residence under provisions of the respective category of aid provided that he resides in county in which application is made and has so resided continuously for at least one year (six months for ANB or APSB applicants who became blind while a resident of this State) immediately preceding date of application.

Any person otherwise eligible who qualifies under State residence requirements and who does not have county residence of one year (six months for ANB applicant who became blind while a resident of this State) may file application, or have application filed on his behalf, in county in which he resides. Aid, if granted, shall be reimbursed in full by State until required period of county residence has been completed. (SEE ALSO SEC. 122-15, NON-COUNTY RESIDENCE.) (W&IC 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3433, 3450, 3460)

122-10 ANC DETERMINATION OF COUNTY OF RESIDENCE  
ANC

122-10

Residence of a child follows county residence of the parent who has custody. Residence of parent is determined by his union of act and intent. In order to determine county residence of children under ANC law, the following rules shall govern and shall be operative in consecutive order; i.e., subdivision a must be applied first and if that is not applicable, subdivision b must be applied; if that is not applicable then c must be applied, etc.:

- a. Residence of father determines that of child during lifetime of father unless father has abandoned child, has been legally deprived of its custody, or is in fact living separate and apart from mother of child. In the latter case, residence of child is determined by residence of parent who has his custody. "Legally deprived of its custody" is held to mean deprived of custody (1) because of the appointment of a legal guardian; (2) by reason of a court order declaring the child free from the parents' care and custody under Sec. 775 et seq. of the W&IC or (3) by court order in a divorce action. A parent of a child who is made a ward of the Juvenile Court under Sec. 700 of the W&IC is not deprived of custody by reason of such commitment.
- b. If child's residence is not determined under subdivision a, then residence of mother determines that of child during lifetime of mother, unless mother has abandoned child or has been legally deprived of its custody. (See subdivision a for definition of "legally deprived of custody.") Residence of husband shall not be deemed residence of wife when they are living separate and apart and in such

(Section Continued on Next Page)

121-77 (Continued)

121-77

EXAMPLE B: CHILD BORN IN OHIO. ON AUGUST 6, 1939, FAMILY ENTERS CALIFORNIA TO VISIT RELATIVES. PARENTS RETURN TO OHIO BUT LEAVE CHILD FOR EXTENDED VISIT WITH RELATIVES. FATHER DIES, MOTHER REMAINS IN OHIO. ANC RESIDENCE REQUIREMENTS WOULD NOT BE FULFILLED BEFORE AUGUST 6, 1940.

EXAMPLE C: CHILD BORN IN IOWA. PARENTS DIVORCED IN IOWA, OCTOBER, 1938. MOTHER ESTABLISHED CALIFORNIA RESIDENCE ON MAY 8, 1939, AND HAS RESIDED HERE SINCE THAT DATE. FATHER AND CHILD REMAIN IN IOWA. FATHER DIES IN IOWA, JULY, 1940. CHILD JOINS MOTHER IN CALIFORNIA. CHILD ELIGIBLE TO ANC IN SO FAR AS RESIDENCE IS CONCERNED.

EXAMPLE D: CHILD BORN IN OHIO. PARENTS ESTABLISHED CALIFORNIA RESIDENCE ON APRIL 9, 1939, BUT CHILD REMAINED IN OHIO. FATHER DIED JUNE 23, 1940, MOTHER CONTINUES TO RESIDE IN CALIFORNIA. CHILD COMES TO CALIFORNIA TO JOIN MOTHER JULY 6, 1940, ELIGIBLE TO ANC IN SO FAR AS RESIDENCE IS CONCERNED.

EXAMPLE E: CHILD BORN IN NEVADA IN 1935. FAMILY ESTABLISHED CALIFORNIA RESIDENCE IN NOVEMBER 1936, AND REMAINED HERE UNTIL JANUARY, 1940, WHEN THEY RETURNED TO NEVADA INTENDING TO LIVE PERMANENTLY ON COUSIN'S RANCH. QUARRELED WITH COUSIN AND RETURNED TO CALIFORNIA, MARCH 3, 1940. FATHER SENT TO STATE PRISON APRIL 16, 1940. ANC RESIDENCE REQUIREMENTS NOT FULFILLED UNTIL ON OR AFTER MARCH 3, 1941.

121-95 EFFECT OF ABSENCE FROM UNITED STATES  
OAS, ANB, APSB, ANC

121-95

The tests of intent of residence discussed in the foregoing sections are applied if an applicant has been absent from United States. (SEE SEC. 123-50, LOSS OF STATE RESIDENCE WHILE IN RECEIPT OF AID) (W&IC 1560, 2140, 3075, 3460)

122-00 COUNTY RESIDENCE--GENERAL  
OAS, ANB, APSB, ANC

122-00

A period of county residence prior to date of application is not a requirement for eligibility to OAS, ANB, ANC, or APSB. However, length of residence in the county of application determines which governmental units participate in payment of aid. The State reimburses in full the amount of aid paid by the county to an eligible recipient until the required period of county residence has been completed.

In OAS, financial participation by county is required when recipient has completed one year of residence therein. In ANB or APSB, six months' county residence is sufficient if the recipient became blind while a resident of California; otherwise, the period is one year. In ANC, county financial participation is not required until a child has resided in the county for one year, except in the case of foundlings.

The legislature has set forth that applicants for or recipients of aid shall have the same freedom of movement and choice of residence accorded other residents of California. The county should inform applicants for or recipients of aid that such freedom of movement within the State entails administrative action, and therefore they should notify county of changes in residence in order to insure continued payment if in need. (W&IC 1526, 1527, 1560, 2140, 2160, 2200, 3040, 3041, 3042, 3042.10, 3075, 3090, 3430, 3431, 3432, 3432.1, 3433, 3450, 3460)

122-10 (Continued)

122-10

relationship between child and such person, or, if this procedure is not deemed advisable, the county may, in its own behalf, file an application for support for child. (SEE SEC. 125-05, RESIDENCE OF ANC CHILD, APPLICATION FOR AID FILED BY INSTITUTION.)

EXAMPLE A: HALF ORPHAN CHILD LIVING IN COUNTY A WITH MOTHER SINCE 1940. MOTHER DIES SEPTEMBER 30, 1942. CHILD REMAINS IN SAME COUNTY LIVING IN HOME OF UNCLE. UNCLE APPOINTED CHILD'S LEGAL GUARDIAN ON OCTOBER 20, 1942. UNCLE DIES JUNE 6, 1943. CHILD CONTINUES TO RESIDE WITH UNCLE'S WIFE IN COUNTY A. APPLICATION FOR ANC FILED AUGUST 15, 1943.

CHILD'S RESIDENCE IN COUNTY A DETERMINED BY NATURAL MOTHER (SUBDIVISION B) FROM AUGUST 15, 1942, THROUGH SEPTEMBER 30, 1942; BY PHYSICAL PRESENCE (SUBDIVISION F) OCTOBER 1, 1942, TO OCTOBER 20, 1942; BY GUARDIAN (SUBDIVISION C) FROM OCTOBER 20, 1942, TO JUNE 6, 1943; BY PHYSICAL PRESENCE (SUBDIVISION F) FROM JUNE 7, 1943, TO DATE OF APPLICATION.

EXAMPLE B: RELATIVES MAKE APPLICATION FOR ANC FOR A HALF-ORPHAN CHILD LIVING WITH THEM IN COUNTY A. THE FATHER'S WHEREABOUTS HAS BEEN UNKNOWN FOR TWO YEARS AND, AFTER A COMPLETE INVESTIGATION THE COUNTY IS UNABLE TO LOCATE HIM. THE CHILD HAS NO LEGAL GUARDIAN AND IS NOT A WARD OF THE JUVENILE COURT, AND THE PROVISIONS OF W&IC SEC. 1526 (E) DO NOT APPLY. THEREFORE RESIDENCE IS DETERMINED UNDER W&IC SEC. 1526 (F), THAT IS, PHYSICAL PRESENCE. (W&IC 1525, 1526, 1560)

122-10 (Continued)

122-10

case each may have a separate residence, dependent upon proof of the fact. The fact of living separate and apart in such instance implies physical separation and may be voluntary, or may be involuntary, e.g., when husband is a patient in public or private hospital or inmate of a prison or in a county jail for a continued length of time.

c. If the residence of the child is not determined under subdivision a or b above, then residence of any individual who has been appointed legal guardian determines the residence of the child.

If the residence of the child is not determined under subdivision a or b above, the child has no guardian and such child is a ward of the Juvenile Court, the county in which the court is located shall be considered the residence of the child.

d. A foundling is deemed to have county residence in the county in which he is found.

e. If the residence of the child is not determined under subdivision a, b, c, or d above, and the child has been placed in an institution or boarding home by a public agency, the county in which the child has residence at the time of such placement shall be considered the residence of the child until his residence can be determined under subdivision a, b, or c.

For the purposes of this section, a boarding home is a private family home which accepts one or more children to board with or without compensation, except that this does not apply to the boarding of nieces, nephews, grandchildren, brothers, or sisters.

EXAMPLE: FAMILY RESIDED IN COUNTY A. MOTHER DIED AND FATHER'S WHEREABOUTS BECAME UNKNOWN. COUNTY A PLACED CHILD IN AN INSTITUTION IN COUNTY B, LOCATED FATHER AND SECURED SUPPORT. SUBSEQUENTLY FATHER DISAPPEARED AND IT WAS NECESSARY TO APPLY FOR ANC. FOR PURPOSES OF ANC, THE RESIDENCE OF THE CHILD REMAINS COUNTY A UNTIL AND UNLESS HIS RESIDENCE CAN BE DETERMINED UNDER SUBDIVISION A OR C.

f. If residence is not determined under subdivision a, b, c, d, or e, above, then the following shall be invoked:

County in which child is living shall be deemed the county of residence when child has been physically present in county for one year. This applies to child who does not have a parent or guardian in the State to establish county residence for him, or whose parent or guardian cannot be located after a complete investigation by the county. It also applies to a child living in an institution, except when the county places the child in the institution, in which case the county in which the child has residence at time of placement shall be considered his residence. The county may accept an application from person who is actually caring for child regardless of

(Section Continued on Next Page)

143-37 (Continued)

143-37

is considered in determining his eligibility. Affidavits attesting to the ownership of the funds shall be secured from all the parties concerned in a joint account. Ordinarily this constitutes adequate verification of ownership. When all the parties to the account do not make affidavits, or the affidavits do not agree as to the ownership of the funds further evidence shall be secured. (SEE SEC. 230-45, EVALUATION OF EVIDENCE.)

The value of postal savings accounts shall be verified through the U. S. Post Office. (SEE SEC. 141-20, SEPARATE AND COMMUNITY PERSONAL PROPERTY.) (W&IC 1560, 2140, 3075, 3460; FSSB)

143-40 DETERMINATION OF VALUE OF BUILDINGS AND LOAN ACCOUNTS  
OAS, ANB, APSB, ANC

The actual amount on deposit with building and loan associations or other financial concerns shall be ascertained and considered in determining eligibility. If any such company is in process of liquidation under receivership proceedings, the current market value of the building and loan certificates or other evidence of interest therein shall be considered rather than the actual amount deposited with the company. (SEE SEC. 141-20, SEPARATE AND COMMUNITY PERSONAL PROPERTY.) (W&IC 1521, 1560, 2140, 2163, 3047, 3075, 3447, 3460)

143-45 DETERMINATION OF VALUE OF NOTES, MORTGAGES AND DEEDS OF TRUST  
OAS, ANB, APSB, ANC

The current market value of notes, mortgages and deeds of trust, i.e., the amount which could be realized if such instruments were offered for quick sale, shall be ascertained and considered in determining eligibility. (SEE SEC. 142-05, LIMITATIONS ON PERSONAL PROPERTY, AND 143-15, ENCUMBRANCES ON PERSONAL PROPERTY).

An estimate of the current market value of notes, mortgages and deeds of trust shall be secured from local bankers, realtors, loan companies or others qualified to make such estimates. Two or more estimates should be secured when the first estimate of the total personal property holdings is slightly below or above the maximum allowed for the particular category of aid. Additional estimates should also be secured if the first estimate appears to be unrealistic in light of the factors affecting current market value. (FOR EXCEPTION SEE SEC. 143-25, DETERMINATION OF VALUE OF PERSONAL PROPERTY IN ANOTHER COUNTRY.) (W&IC 1560, 2140, 3075, 3460)

143-55 DETERMINATION OF VALUE OF STOCKS AND BONDS  
OAS, ANB, APSB, ANC

In OAS and ANC, the actual current market value of stocks and bonds shall be considered in determining the value of personal property holdings. Exception: Stock in a water company not appurtenant to the land to the extent of and in the amount necessary to obtain water for agricultural purposes shall not be considered as personal property. Such stock shall be considered real property. (W&IC 2140, 2163, 2163.4)

(Section Continued on Next Page)

143-30 (Continued)

143-30

EXAMPLE B: AN APPLICANT ON FEBRUARY 1, 1944, IS RESIDING IN A NONPROFIT INSTITUTION WITH WHICH HE HAS NOT ENTERED INTO AN ENFORCEABLE LIFE-CARE CONTRACT. WHEN THE APPLICANT ENTERED THE INSTITUTION ON FEBRUARY 1, 1942, TWO YEARS PRIOR TO APPLICATION, HE ASSIGNED TO THE INSTITUTION REAL PROPERTY VALUED AT \$1600 (COMPUTED AT TWICE THE ASSESSED VALUE IN THE ABSENCE OF FACTS TO THE CONTRARY). THE APPLICANT HAS IN HIS POSSESSION PERSONAL PROPERTY IN THE FORM OF STOCKS CURRENTLY VALUED AT \$200. HIS PERSONAL PROPERTY IS UNENCUMBERED.

THE MONTHLY PER CAPITA COST OF THE INSTITUTION DURING THE ELEVEN MONTHS HE WAS THERE IN 1942, WAS \$57 AND THE PER CAPITA COST FOR THE TWELVE MONTHS OF 1943 AND ONE MONTH OF 1944 HAS REMAINED AT \$62. NO OTHER EXPENDITURES HAVE BEEN MADE BY THE INSTITUTION FOR THE APPLICANT SINCE HIS DATE OF ENTRY. THE VALUE OF CARE AND MAINTENANCE EXTENDED TO THE APPLICANT SINCE THE PROPERTY WAS ASSIGNED IS THEREFORE  $(11 \times \$57) + (13 \times \$62) = \$1433$ . DEDUCTING \$1433 FROM THE \$1600, THE VALUE OF PROPERTY WHEN ASSIGNED, LEAVES \$167 THE PRESENT VALUE OF THE APPLICANT'S RIGHT OR INTEREST RESULTING FROM THE ASSIGNMENT. THIS AMOUNT TOGETHER WITH THE APPLICANT'S OTHER PERSONAL PROPERTY VALUED AT \$200 MAKES TOTAL PERSONAL PROPERTY \$367. IF THE APPLICANT IS OTHERWISE ELIGIBLE HE IS ENTITLED TO RECEIVE AID.

143-35 DETERMINATION OF VALUE OF CASH ON HAND AND IN SAFE DEPOSIT BOXES 143-35  
OAS, ANB, APSB, ANC

The amount of cash or currency in the personal possession of the applicant (parent or child in ANC) shall be determined. The applicant is the only source of verification of this type of holding and his statement shall be sufficient verification.

When the applicant (parent or child in ANC) rents or has the use of a safe deposit box, he may be required to review the contents of the box in the presence of the public assistance worker or a statement of the applicant as to its contents owned by the applicant may be secured. All pertinent information regarding stock certificates, bonds including war bonds, mortgages, deeds of trust, insurance policies or other types of personal property in the safe deposit box shall be recorded in the case record. (W&IC 1521, 1560, 2140, 2163, 3047, 3075, 3447, 3460)

143-37 DETERMINATION OF VALUE OF BANK AND POSTAL SAVINGS ACCOUNTS 143-37  
OAS, ANB, APSB, ANC

The actual amount of all funds in bank accounts and postal savings accounts shall be established.

The actual amount of bank holdings shall be verified through the particular bank. When a request for verification has been forwarded to a bank in another county or state and a 30-day follow up brings no response, the granting of aid need not be delayed provided the bank book in the applicant's possession shows with reasonable certainty the current balance in the account.

When an applicant's name appears with that of another person on a joint or trustee account, there is the presumption that the applicant is the owner of all of the funds in the account. When the applicant contends that all of the funds in the account do not belong to him, effort shall be made to establish his interest in it. That portion which is established as belonging to the applicant

(Section Continued on Next Page)

143-57 DETERMINATION OF OWNERSHIP OF WAR BONDS WHEN CO-OWNER NAMED  
OAS, ANB, APSB, ANC

143-57

A person named as a co-owner and having possession of a war bond shall be deemed to be the presumptive owner thereof unless such ownership is refuted by evidence that all or part of the funds used to purchase the bond did not belong to him. When the contention is made that all of the funds used to purchase the bond did not belong to the person, and that the bond was not a gift, effort shall be made to establish the extent of his interest in it. That portion which is established as belonging to the applicant (in ANC, the parent, child or children) is considered in determining his eligibility.

The fact that there may be two co-owners of the bond shall not in itself determine that the bond is jointly owned. The person whose name appears on the bond as co-owner and who does not have possession of such bond shall not be presumed to own any part of the bond unless evidence refuting such presumption is set forth. Upon the death of one co-owner the surviving co-owner of any savings bonds or other bonds and obligations of the U. S. becomes the sole owner unless Federal laws or regulations governing the issuance thereof, provide otherwise. (SEE SEC. 143-55, DETERMINATION OF VALUE OF STOCKS AND BONDS, AND SEC 145-10, PERSONAL PROPERTY ACQUIRED BY INHERITANCE.) (W&IC 1560, 2140 3075, 3460)

143-60 DETERMINATION OF VALUE OF COMMERCIAL OR OTHER BUSINESS  
ENTERPRISE  
OAS, ANB, APSB

143-60

In OAS, the current market value of an applicant's interest in personal property as represented by the stock on hand, fixtures and equipment, and the "accounts receivable" of a commercial or other business enterprise shall be considered in determining eligibility. In ANB and APSB, the county assessed value of such holdings is considered.

Accounts due from customers as shown on the books of a business and which are unsecured by notes, drafts, etc., i.e., "accounts receivable," to be of value must be valid and collectible. The value of "accounts receivable" will vary with the age of the accounts, the credit of the debtors and the regularity with which payments have been made. A representative of a collection agency, a retail credit association or other organization familiar with collections may be of assistance in estimating the value of "accounts receivable." (W&IC 2140, 2163, 3047, 3075, 3447, 3460)

143-55 (Continued)

143-55

In ANB and APSB, when stocks and bonds are assessed this value shall be used. When stocks and bonds are not assessed the current market value shall be used in determining eligibility. (SEE SECS. 142-05, LIMITATIONS ON PERSONAL PROPERTY, AND 143-15, ENCUMBRANCES ON PERSONAL PROPERTY.) (W&IC 3047, 3075, 3447, 3460)

The current market value of all U. S. savings bonds or other bonds or obligations of the U. S. registered in the name of one person payable on death to a named survivor, represent personal property of the registered owner during his lifetime. Upon the death of the registered owner they become the property of the named survivor unless Federal laws and regulations governing the issuance thereof provide otherwise. The current market value of such bonds shall be considered in determining the eligibility of the survivor. (SEE SEC. 145-10, PERSONAL PROPERTY ACQUIRED BY INHERITANCE.) (W&IC 1560, 2140, 3075, 3460)

The current market value of United States Savings Bonds (Series A to E, inclusive) increases according to the table of values on the back of the bonds. Redemption values increase on the anniversary dates which fall at six month intervals following the first of the month in which the bond was originally issued. Redemption values for several denominations of Series E bonds are listed in the following table:

SERIES E WAR BONDS

Year after month of issuance	\$25	\$50	\$100
--- $\frac{1}{2}$	\$18.75	\$37.50	\$75.00
$\frac{1}{2}$ --1	18.75	37.50	75.00
1 --- $\frac{1}{2}$	18.87	37.75	75.50
$\frac{1}{2}$ --2	19.00	38.00	76.00
2 -- $\frac{1}{2}$	19.12	38.25	76.50
$\frac{1}{2}$ --3	19.25	38.50	77.00
3 --- $\frac{1}{2}$	19.50	39.00	78.00
$\frac{1}{2}$ --4	19.75	39.50	79.00
4 --- $\frac{1}{2}$	20.00	40.00	80.00
$\frac{1}{2}$ --5	20.25	40.50	81.00
5 --- $\frac{1}{2}$	20.50	41.00	82.00
$\frac{1}{2}$ --6	20.75	41.50	83.00
6 --- $\frac{1}{2}$	21.00	42.00	84.00
$\frac{1}{2}$ --7	21.50	43.00	86.00
7 --- $\frac{1}{2}$	22.00	44.00	88.00
$\frac{1}{2}$ --8	22.50	45.00	90.00
8 --- $\frac{1}{2}$	23.00	46.00	92.00
$\frac{1}{2}$ --9	23.50	47.00	94.00
9 --- $\frac{1}{2}$	24.00	48.00	96.00
$\frac{1}{2}$ --10	24.50	49.00	98.00
10	25.00	50.00	100.00

EXAMPLE: A \$25 SERIES E BOND PURCHASED JUNE 24, 1942, IS WORTH \$18.75 THROUGH MAY 31, 1943. ON JUNE 1, 1943 (THE FIRST DAY OF THE ANNIVERSARY MONTH), THE VALUE INCREASES TO \$18.87, ON DECEMBER 1, 1943, TO \$19.00, ON JUNE 1, 1944, TO \$19.12, ETC., ACCORDING TO THE VALUES GIVEN ON THE BACK OF THE BOND.

361-40 (Continued)

361-40

When a Form Bl 227 is submitted by a recipient prior to the end of the month for which the warrant is being held and the findings of the physician are in agreement with those which raised a question with regard to continued eligibility, the withheld warrant shall be canceled. Aid shall be discontinued as of the last day of the month preceding that for which the warrant is canceled and a Notice of Change (Form Bl 232) shall be sent to the SDSW. (SEE SEC. 361-50, DISCONTINUANCE OF AID.)

Upon the release of the warrant which was withheld because of a cloud on eligibility the warrant for the next or second month shall be issued and its delivery withheld, but not beyond the end of the month for which it is drawn.

If the physician's report of the third eye examination establishes eligibility for continued payments, the withheld warrant shall be delivered to the recipient before the end of the month for which it is drawn and aid shall continue in the amount to which the recipient is eligible.

If the physician's report of the third eye examination establishes ineligibility, or if eligibility is not determined by the end of the second month for which delivery of the warrant was withheld, the warrant shall be canceled and a Form Bl 232 discontinuing aid, effective with the last day of the month preceding that for which the warrant was canceled, shall be forwarded to the SDSW in the usual manner.

Under no circumstances shall warrants for more than two months be issued and withheld pending clearance of eligibility.

Exception: When an examination by the State Ophthalmologist discloses ineligibility insofar as blindness is concerned aid shall be discontinued without further eye examination. (SEE SEC. 325-20, RIGHT, PURPOSE, AND SCOPE OF APPEAL.) (W&IC 3050, 3075, 3083, 3460)

361-35 (Continued)

361-35

suspended warrants may be canceled and a new warrant or warrants in the correct amount issued. (SEE SEC. 361-10, DECREASE IN GRANT.) If the original warrant and any subsequently suspended warrants are canceled and a new warrant or warrants issued, the board of supervisors must approve the changed grant and the new warrant or warrants must be issued before the end of the suspension period.

When, during suspension of aid, it is determined that the recipient was eligible to a greater amount of aid than that for which a suspended warrant or warrants were issued, the original warrant or warrants may be released. The additional amount due for a particular month may be retroactively paid, provided the supplementary warrant or warrants are issued and delivered before the end of the second month following that for which the retroactive payment is made, or the original warrant may be canceled and a new warrant or warrants in the correct amount issued. (SEE SECS. 361-25, RETROACTIVE AID PAYMENTS BY COUNTY, AND 361-00, INCREASE IN AMOUNT OF AID.)

For method of filing claims see Sec. 626-50, Supplemental Aid Claims.

A Notice of Change (Form Ag, Bl, CA 232) shall be submitted to the SDSW, after action by the board of supervisors, showing the change in the grant, beginning as of the first day of the month in which it was effective. (W&IC 1560,2140, 3075, 3078, 3078.5, 3460)

361-40 CONTINUED ELIGIBILITY QUESTIONED ON BASIS OF PHYSICIAN'S

361-40

REPORT OF EYE EXAMINATION  
ANB, APSB

When the State Ophthalmologist finds upon review of a Physician's Report on Eye Examination (Form Bl 227) that the facts contained in the report raise a question regarding degree of blindness, aid shall not be immediately discontinued. (SEE SECS. 180-50, REEXAMINATION OF EYES TO DETERMINE CONTINUED ELIGIBILITY, 180-25, SUCCESSIVE EYE EXAMINATION REPORTS.) The warrant for the coming month shall be issued in the usual manner but delivery withheld, though not beyond the month for which it is drawn. The recipient shall be immediately notified that continued eligibility is questioned, that continuance of aid is dependent upon clearance of eligibility, and that he may submit a Form Bl 227 from another physician from the approved list.

The submission of a Form Bl 227 from another physician may be dependent upon factors such as health condition of the recipient, proximity to a qualified examiner, etc. When such conditions exist and a Form Bl 227 is not submitted prior to the end of the month for which the warrant is being held, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. A second and final notice shall be sent to the recipient with the released warrant advising that further payment will not be made unless eligibility is immediately cleared.

When the Form Bl 227 secured by the recipient from another physician is in conflict with the one which raised a question regarding continued eligibility, the withheld warrant shall be released, provided it is delivered before the end of the month for which it is drawn. An examination by a third physician shall be authorized and paid for by the county in order that a decision may be made on the basis of the two reports which agree. (SEE SEC. 180-25)

(Section Continued on Next Page)

672-50 DISTRIBUTION OF ADJUSTMENTS  
OAS, ANB, APSB, ANC

672-50

Distribution of an adjustment is based on the ratio of participation in the amount of aid which forms the basis for the adjustment, i.e., the amount of aid received by an individual to which he was not legally entitled. (SEE SECS. 670-75 THROUGH 671-50 FOR DEFINITIONS AND LIMITATIONS ON OVERPAYMENTS AND REPAYMENTS). All payments or portions of payments forming the basis for an adjustment shall be considered in determining the ratio of participation in the original payments. A portion of a public assistance payment may constitute the basis for an adjustment.

To determine the ratio of participation in an adjustment, the "claimed-less-should-have-claimed" method is followed, i.e., the amount of aid to which the recipient was legally entitled is subtracted from the actual grant. The following examples illustrate the method of apportioning an adjustment (SEE SEC. 674-99 FORMS USED IN REPORTING REPAYMENTS).

Example A: OAS in the amount of \$40 a month was paid from January 1, 1943, to June 30, 1943, and \$50 a month thereafter. It was discovered later that an overpayment of \$10 per month was made to the recipient from March 1, 1943, through August 31, 1943. The undisclosed income was clearly determined by the county to have been actual fraud on the part of the recipient and was determined not to have been used to meet bona fide needs not taken into consideration in computing the amount of the grant (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME). The recipient, upon request of the county, repaid the county at the rate of \$10 a month from assets other than the current grant and the income required to meet the current need. The adjustment of \$60 is distributed as follows:

		Federal	State	County
		Total	Share	Share
Actual Grant for Period				
3/1/43 through 6/30/43	\$ 160.00	\$80.00	\$40.00	\$40.00
Correct Grant for above period	120.00	60.00	30.00	30.00
Distribution of Adjustment	\$ 40.00	\$20.00	\$10.00	\$10.00
Actual Grant for Period				
7/1/43 through 8/31/43	\$ 100.00	\$40.00	\$50.00	\$10.00
Correct Grant for above period	80.00	40.00	33.33	6.67
Distribution of Adjustment	\$ 20.00	\$-----	\$16.67	\$ 3.33
Distribution of Adjustment for entire period	\$ 60.00	\$20.00	\$26.67	\$13.33
Distribution Ratio	100%	33.33%	44.45%	22.22%

Should the recipient make the repayments at the rate of \$10 a month for six months, each \$10 repayment is distributed in the same ratio of participation.

(Section Continued on Next Page)

671-50 ALLOCATION OF REPAYMENTS TO PERIODS  
OAS, ANB, APSB, ANC

671-50

When a person making a voluntary repayment of aid legally granted, specifies the period to which he wishes the repayment allocated, it shall be so allocated. In the absence of such specification, the amount of such collection shall be allocated to the entire period during which aid was received and shall be considered a repayment, partial or total, of the entire amount of aid granted.

Collections resulting from claims against estates and actions against responsible relatives (SEE SEC. 673-00, CLASSIFICATION OF COLLECTIONS) are allocated to the period during which the amount for which action is taken was paid. The amount collected may represent either total or partial repayment for such period.

Adjustments shall be allocated to the period during which the basis for the adjustment accrued. (SEE SEC. 672-00, CLASSIFICATION OF ADJUSTMENTS.) (W&IC 1504, 1560, 2024, 2140, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSSB)

672-00 CLASSIFICATION OF ADJUSTMENTS  
OAS, ANB, APSB, ANC

672-00

Repayment of aid made as a result of any one of the following conditions shall be considered adjustments:

1. Payments of aid beyond date of discontinuance.
2. Payments made in excess of authorized grant of aid.
3. Payments made subsequent to date of death of recipient.
4. Regular or intermittent contributions from relatives whether such contributions pertain to a past, present or a continuing period, except lump sum payments made upon order of the court. (SEE SEC. 673-00, CLASSIFICATION OF COLLECTIONS.)
5. Overpayments resulting because of possession of excess assets, receipt of excess income or other reasons discovered after the award is approved. (SEE SECS. 670-75 THROUGH 671-25.) This includes claims filed by the SDSW against estates of deceased recipients of OAS under the provisions of Sec. 2223 of the W&IC. (SEE SECS. 670-00, TABULAR ANALYSIS OF PROVISIONS OF W&IC REGARDING REPAYMENT; 130-00, REAL PROPERTY, PROVISIONS OF THE W&IC, 140-00, PROVISIONS OF THE W&IC REGARDING PERSONAL PROPERTY.) (W&IC 1506, 1560, 2007, 2140, 2222, 2223, 2223.5, 2224, 3007, 3075, 3088, 3406, 3460, 3474; FSSB)

672-25 REPORTING OF ADJUSTMENTS  
OAS, ANB, APSB, ANC

672-25

Repayments of aid made as a result of any one of the conditions listed in Sec. 672-00, Classification of Adjustments, shall be reported on the aid affidavit (Forms Ag, Bl, CA 800, and CA 800 BHI) under the items provided for adjustments. Each claim shall be accompanied by Reports of Adjustments (Forms Ag, Bl, CA 803) which shall contain the detail to support these items. (See Forms Ag, Bl, CA 800; CA 800 BHI; and Ag, Bl, CA 803 in Sec. 629-99, County Aid Claim Forms.) These affidavit items and forms are used only for reporting adjustments classified in Sec. 672-00. (W&IC 116, 1560, 2140, 3075, 3460)

672-50 (Continued)

672-50

was not discontinued until October 31, 1945, he was requested to repay \$60, which amount he remitted on March 15, 1946. The repayment is distributed as follows:

	Federal Total Share	State Share	County Share
Grant for October, 1945	\$60.00	\$20.00	\$20.00
Should have been	-----	-----	-----
Amount of Repayment and Distribution	\$60.00	\$20.00	\$20.00
Distribution Ratio	100%	33 1/3%	33 1/3% 33 1/3%

If, in this example, the recipient had repaid the adjustment in installments, the distribution ratio would have been the same for each installment.

Example D: ANC of \$96 a month was paid for three children from January 1, 1945, to March 31, 1945. It was discovered later that the children had each received \$20 monthly from OASI during this period which had not been taken into consideration in determining the grant. The undisclosed income was determined by the county to have constituted actual fraud on the part of the payee. It was also found by the county that the income from OASI had not been used to meet bona fide needs not taken into consideration in computing the amount of the grant (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME). A refund of \$180 was made in December, 1945, as an adjustment for the period January, 1945, through March, 1945. Of the total repayment of \$180, \$22.50 represented county supplemental aid and may be applied first to county funds. The balance of \$157.50 represents the basis of adjustment for purposes of distribution. The distribution ratio is determined as follows:

	Federal Total Share	State Share	County Share
Actual Grant for period 1/1/45 - 3/31/45 (exclusive of county supplemental aid)	\$265.50	\$63.00	\$135.00
Correct Grant for above period	108.00	54.00	36.00
Distribution of Adjustment	\$157.50	\$ 9.00	\$ 99.00
Distribution Ratio	100%	5.71%	62.86% 31.43%

If the repayment in this example were made in installments, the first \$22.50 received is applied to county funds. Each subsequent installment would be applied according to the distribution ratio shown.

However, where the amount of the overpayment and/or the grant varies from month to month, the net repayment due is calculated for each individual month in order to arrive at a correct ratio for distributing the repayment.

(Section Continued on Next Page)

672-50 (Continued)

672-50

Example B: ANB of \$50 a month was paid to a recipient from April 1, 1945, through September 14, 1945, and at the rate of \$60 a month from September 15, 1945. It was later discovered that during this period from April 1, 1945, through June 30, 1945, the recipient also received a contribution of \$20 a month from his father. The undisclosed income was clearly determined by the county to have been actual fraud on the part of the recipient and was determined not to have been used to meet bona fide needs not taken into consideration in computing the amount of the grant (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME). Since the recipient did not report the receipt of the contribution in time for an adjustment in the grant of aid during the current income period (SEE SECS. 151-00, DEFINITION OF INCOME, AND 361-10, DECREASE IN GRANT), he was requested to repay overpayment of aid of \$60 from assets other than the current grant and the income required to meet the current need. The recipient repaid \$25 on March 16, 1946, from assets other than the current grant and income required to meet the current need. The distribution of the repayment is as follows:

	Total	Federal Share	State Share	County Share
Actual Grant for Period April 1, 1945, through June 30, 1945	\$150.00	\$60.00	\$45.00	\$45.00
Correct Grant for above period	90.00	45.00	22.50	22.50
Total Amount of Adjustment and Distribution	\$ 60.00	\$15.00	\$22.50	\$22.50
Distribution Ratio	100%	25%	37.50%	37.50%
Distribution of Repayment	\$ 25.00	\$ 6.25	\$ 9.38	\$ 9.37

Example C: ANB of \$60 was paid to a recipient for October, 1945. On October 15, 1945, it was verified that recipient received \$4,000 on September 25, 1945, from the sale of real property and was still in possession of this amount on October 1, 1945. (SEE SEC. 670-80, OVERPAYMENTS CAUSED BY POSSESSION OF EXCESS PROPERTY.) Since he was ineligible for assistance on October 1 because of excess personal property and aid

(Section Continued on Next Page)

673-00 CLASSIFICATION OF COLLECTIONS  
OAS, ANB, APSB, ANC

673-00

Repayments of aid made as a result of any one of the following conditions are considered collections:

1. Voluntary repayments of aid or assistance by recipients.
2. Claims filed against estates of deceased recipients of aid under former provisions of the OAS Law canceled on November 5, 1940. Cases of this type should be practically non-existent now.
3. Lump sum payments from legally responsible relatives covering past periods. (SEE SEC. 170-00, RELATIVES, STATUTORY PROVISIONS) (W&IC 1560, 2140, 2224, 3075, 3088, 3460, 3474)

673-25 DISTRIBUTION OF COLLECTIONS  
OAS, ANB, APSB, ANC

673-25

Distribution of collections is based on the ratio of participation in the total aid paid for the period to which the collection is allocated. (SEE SEC. 671-50, ALLOCATION OF REPAYMENTS TO PERIODS.)

Example: OAS was paid to a recipient at the rate of \$45.00 a month from April 1, 1944, and \$50.00 a month from July 1, 1944, to December 31, 1944. The total amount of aid paid was \$435.00. Of this amount the Federal Government paid \$180.00, or 41.38%; the State paid \$212.50, or 48.85%; and the County paid \$42.50, or 9.77%.

A voluntary repayment of \$25.00 is made by the recipient which is distributed as follows:

	Total	Federal Share	State Share	County Share
Aid Paid	\$435.00	\$180.00	\$212.50	\$42.50
Distribution Ratio	100%	41.38%	48.85%	9.77%
Distribution of Collection (W&IC 2224, 3088, 3474)	\$ 25.00	\$ 10.35	\$ 12.21	\$ 2.44

672-50 (Continued)

672-50

Example E: ANC of \$30 a month was paid as the charge for care of a child living in the home of his aunt from October 1, 1945, to December 31, 1945. Later it was discovered that the child had received a contribution from his mother amounting to \$15 in October, \$10 in November and \$5 in December. The undisclosed income was determined by the county to have been actual fraud on the part of the aunt. The contributions from the mother also were found not to have been used to meet bona fide needs not taken into consideration in computing the amount of the grant (SEE SEC. 670-85, OVERPAYMENTS CAUSED BY INCOME). The amount of the overpayment (\$30) was refunded by the aunt in January, 1946. The distribution ratio is determined as follows:

	Total	Federal Share	State Share	County Share
Actual Grant for October, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Correct Grant for October, 1945	15.00	7.50	5.00	2.50
 Distribution of Adjustment for October, 1945	 \$15.00	 \$1.50	 \$ 9.00	 \$4.50
Actual Grant for November, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Corrected Grant for Nov., 1945	20.00	9.00	7.33	3.67
 Distribution of Adjustment for November, 1945	 \$10.00	 ----	 \$ 6.67	 \$3.33
Actual Grant for December, 1945	\$30.00	\$9.00	\$14.00	\$7.00
Corrected Grant for Dec., 1945	25.00	9.00	10.67	5.33
 Distribution of Adjustment for December, 1945	 \$ 5.00	 ----	 \$ 3.33	 \$1.67
 Distribution of Total Adjust- ment due for Oct., Nov., and Dec., 1945	 \$30.00	 \$1.50	 \$19.00	 \$9.50
 Distribution Ratio	 100%	 5%	 63.33%	 31.67%

If the repayment in this example were made in installments, each installment would be applied according to the distribution ratio shown. (W&IC 1504, 2024, 2223.5, 2224, 3088, 3474)

674-99 (Continued)

674-99

FORM BL 808  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

(SEE SEC. 672-50 EXAMPLE B)

NOTICE OF REPAYMENT  
AID TO BLINDCHECK TYPE  
COLLECTION   
ADJUSTMENT TO STATE DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO, CALIFORNIACOUNTY XXXXXXXX  
DATE MARCH 21, 1946  
NAME BROWN, EDWARD  
STATE NO. 50  
COUNTY NO. 31DATE REPAYMENT RECEIVED BY COLLECTION OFFICER 3/16 19 46  
DATE REPAYMENT DEPOSITED WITH COUNTY TREASURER 3/16 19 46  
PERIOD(S) FOR WHICH AID COLLECTED WAS PAID 4/45 - 6/45  
TOTAL AMOUNT OF REPAYMENT \$ 25.00  
NET AMOUNT TO BE REFUNDED TO UNITED STATES GOVERNMENT 6.25  
NET AMOUNT TO BE REFUNDED TO STATE OF CALIFORNIA 9.38  
NET AMOUNT TO BE REFUNDED TO COUNTY 9.37

## SOURCE OF AND REASONS FOR REPAYMENTS (GIVE FULL EXPLANATION)

AID TO THE BLIND OF \$50 A MONTH WAS PAID TO THE RECIPIENT FROM 4/1/45 - 6/30/45 DURING WHICH PERIOD HE ALSO RECEIVED A CONTRIBUTION OF \$20 A MONTH FROM HIS FATHER. THE RECIPIENT RECEIVED OVERPAYMENT OF AID OF \$60, AND ON MARCH 16 HE REPAYED \$25 ON ACCOUNT. THE REPAYMENT IS DISTRIBUTED AS FOLLOWS:

	TOTAL	FEDERAL SHARE	STATE SHARE	COUNTY SHARE
ACTUAL GRANT FROM 4/1/45 - 6/30/45	\$ 150.00	\$ 60.00	\$ 45.00	\$ 45.00
CORRECT GRANT FOR ABOVE PERIOD	\$ 90.00	\$ 45.00	\$ 22.50	\$ 22.50
TOTAL AMOUNT OF ADJUSTMENT AND DISTRIBUTION	\$ 60.00	\$ 15.00	\$ 22.50	\$ 22.50
DISTRIBUTION OF REPAYMENT	\$ 25.00	\$ 6.25	\$ 9.38	\$ 9.37
DISTRIBUTION RATIO IN THIS AND FURTHER REPAYMENTS	100%	25%	37.50%	37.50%

DEDUCTION TO BE MADE FROM BLIND CLAIM FOR MONTH OF APRIL 19 46(SIGNATURE OF  
COLLECTION OFFICER) John Doe

COUNTY--TO BE USED FOR ONE CASE ONLY

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

FORM BL 808 (FORMERLY BL 47-DFA) JUNE, 1942

(SECTION CONTINUED ON NEXT PAGE)

## 674-99 FORMS USED IN REPORTING REPAYMENTS

674-99

STATE OF CALIFORNIA

FORM AG 808  
DEPARTMENT OF SOCIAL WELFARENOTICE OF REPAYMENT  
OLD AGE SECURITY

(SEE SEC. 672-50 EXAMPLE A)

CHECK TYPE  

X

COLLECTION  
ADJUSTMENTCOUNTY XXXXDATE JANUARY 7, 1946NAME DAWSON, ALBERTSTATE NO. 1002COUNTY NO. 975TO STATE DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO, CALIFORNIADATE REPAYMENT RECEIVED BY COLLECTION OFFICER JANUARY 3, 1946DATE REPAYMENT DEPOSITED WITH COUNTY TREASURER JANUARY 6, 1946PERIOD(S) FOR WHICH AID COLLECTED WAS PAID 3/1/43-8/31/43TOTAL AMOUNT OF REPAYMENT \$10.00NET AMOUNT TO BE REFUNDED TO UNITED STATES GOVERNMENT 3.33NET AMOUNT TO BE REFUNDED TO STATE OF CALIFORNIA 4.45NET AMOUNT TO BE REFUNDED TO COUNTY 2.22

## SOURCE OF AND REASONS FOR REPAYMENT: (GIVE FULL EXPLANATION)

RECIPIENT RECEIVED \$40.00 A MONTH FROM 3/1/43 THROUGH 6/30/43 AND \$50.00 A MONTH FROM 7/1/43 THROUGH 8/31/43 WHILE IN RECEIPT OF \$10.00 PER MONTH EXCESS INCOME. HE WILL REPAY THE \$60.00 DUE AT THE RATE OF \$10.00 A MONTH. THE RATIO OF PARTICIPATION USED AS THE BASIS FOR THE DISTRIBUTION OF REPAYMENTS IS DETERMINED AS FOLLOWS:

	<u>TOTAL</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>COUNTY</u>
CLAIMED 3/1/43 THROUGH 6/30/43 SHOULD HAVE CLAIMED FOR ABOVE PERIOD DISTRIBUTION OF ADJUSTMENT	\$ 160.00 120.00 \$ 40.00	\$ 80.00 60.00 \$ 20.00	\$ 40.00 30.00 \$ 10.00	\$ 40.00 30.00 \$ 10.00
CLAIMED 7/1/43 THROUGH 8/31/43 SHOULD HAVE CLAIMED FOR ABOVE PERIOD DISTRIBUTION OF ADJUSTMENT	\$ 100.00 80.00 \$ 20.00	\$ 40.00 40.00 -----	\$ 50.00 33.33 \$ 16.67	\$ 10.00 6.67 \$ 3.33
DISTRIBUTION OF ADJUSTMENT	\$ 60.00	\$ 20.00	\$ 26.67	\$ 13.33
RATIO OF PARTICIPATION	100%	33.33%	44.44%	22.22%

DEDUCTION TO BE MADE FROM AGED CLAIM FOR MONTH OF JANUARY 1946(SIGNATURE OF  
COLLECTION OFFICER) John Doe

COUNTY--TO BE USED FOR ONE CASE ONLY

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

FORM AG 808 (REVISED), DECEMBER, 1941

(SECTION CONTINUED ON NEXT PAGE)

674-99 (Continued)

674-99

FORM CA 808  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

(SEE SEC. 627-50 EXAMPLE D)

NOTICE OF REPAYMENT  
AID TO NEEDY CHILDREN

CHECK TYPE

COLLECTION

X

ADJUSTMENT

TO STATE DEPARTMENT OF SOCIAL WELFARE  
616 K STREET  
SACRAMENTO, CALIFORNIA

COUNTY XXXXXXXX

DATE 12/18/45

NAME BROWN, MARY

STATE No. 123

COUNTY No. 101

DATE REPAYMENT RECEIVED BY COLLECTION OFFICER 12/5 1945

DATE REPAYMENT DEPOSITED WITH COUNTY TREASURER 12/8 1945

PERIOD(S) FOR WHICH AID COLLECTED WAS PAID. 1/1/45 - 3/31/45

TOTAL AMOUNT OF REPAYMENT \$180.00

NET AMOUNT TO BE REFUNDED TO UNITED STATES GOVERNMENT 9.00

NET AMOUNT TO BE REFUNDED TO STATE OF CALIFORNIA 99.00

NET AMOUNT TO BE REFUNDED TO COUNTY 49.50

COUNTY SUPPLEMENTAL AID 22.50

## SOURCE OF AND REASONS FOR REPAYMENTS: (GIVE FULL EXPLANATION)

CHILDREN HAD EACH RECEIVED \$20 MONTHLY FROM SURVIVOR BENEFITS FOR THE PERIOD FROM 1/45 - 3/45. A REPAYMENT OF \$180 IS MADE IN DECEMBER, 1945, AS AN ADJUSTMENT FOR THIS PERIOD. OF THE TOTAL REPAYMENT OF \$180, \$22.50 REPRESENTS COUNTY SUPPLEMENTAL AID AND MAY BE APPLIED FIRST TO COUNTY FUNDS. THE BALANCE OF \$157.50 REPRESENTS THE BASIS OF ADJUSTMENT FOR PURPOSES OF DISTRIBUTION. THE DISTRIBUTION RATIO IS DETERMINED AS FOLLOWS:

	TOTAL	FEDERAL SHARE	STATE SHARE	COUNTY SHARE
ACTUAL GRANT FOR PERIOD FROM 1/1/45 - 3/31/45 (EXCLUSIVE OF COUNTY SUPPLEMENTAL AID)	\$ 265.50	\$ 63.00	\$ 135.00	\$ 67.50
CORRECT GRANT FOR ABOVE PERIOD	108.00	54.00	36.00	18.00
DISTRIBUTION OF ADJUSTMENT	\$ 157.50	\$ 9.00	\$ 99.00	\$ 49.50
DISTRIBUTION RATIO	100%	5.71%	62.86%	31.43%

DEDUCTION TO BE MADE FROM CHILDREN'S AID CLAIM FOR MONTH OF JANUARY 1946

(SIGNATURE OF  
COLLECTION OFFICER) *John Doe*

COUNTY--TO BE USED FOR ONE CASE ONLY

SEND ONE COPY TO STATE DEPARTMENT OF SOCIAL WELFARE AT SACRAMENTO

FORM CA 808, REVISED DECEMBER, 1941  
(FORMERLY CA 53-DFA)

674-99 (Continued)

674-99

STATE OF CALIFORNIA		FORM BL 808 DEPARTMENT OF SOCIAL WELFARE																																
(SEE SEC. 672-50 EXAMPLE C)		CHECK TYPE																																
TO STATE DEPARTMENT OF SOCIAL WELFARE 616 K STREET SACRAMENTO, CALIFORNIA		COLLECTION	X																															
NOTICE OF REPAYMENT AID TO BLIND		ADJUSTMENT	X																															
DATE REPAYMENT RECEIVED BY COLLECTION OFFICER		COUNTY <u>XXXXXXXXXX</u>																																
DATE REPAYMENT DEPOSITED WITH COUNTY TREASURER		DATE <u>MARCH 20, 1946</u>																																
PERIOD(S) FOR WHICH AID COLLECTED WAS PAID		NAME <u>SMITH, JOHN</u>																																
TOTAL AMOUNT OF REPAYMENT		STATE NO. <u>100</u>																																
NET AMOUNT TO BE REFUNDED TO UNITED STATES GOVERNMENT		COUNTY NO. <u>50</u>																																
NET AMOUNT TO BE REFUNDED TO STATE OF CALIFORNIA		DATE <u>10/1/45 - 10/31/45</u>																																
NET AMOUNT TO BE REFUNDED TO COUNTY		TOTAL <u>\$ 60.00</u>																																
SOURCE OF AND REASONS FOR REPAYMENT: (GIVE FULL EXPLANATION)																																		
AID TO THE BLIND OF \$60 WAS PAID TO RECIPIENT FOR OCTOBER, 1945. ON OCTOBER 15, 1945, IT WAS VERIFIED THAT ON SEPTEMBER 25, 1945, RECIPIENT RECEIVED \$3000 FROM THE SALE OF PROPERTY. SINCE HE WAS INELIGIBLE FOR ASSISTANCE ON OCTOBER 1 BECAUSE OF EXCESS PERSONAL PROPERTY AND AID WAS NOT DISCONTINUED UNTIL OCTOBER 31, 1945, HE WAS REQUESTED TO REPAY \$60, WHICH AMOUNT HE REMITTED ON MARCH 15. THE REPAYMENT IS DISTRIBUTED AS FOLLOWS:																																		
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">TOTAL</th> <th style="text-align: center;">FEDERAL SHARE</th> <th style="text-align: center;">STATE SHARE</th> <th style="text-align: center;">COUNTY SHARE</th> </tr> </thead> <tbody> <tr> <td>GRANT FOR OCTOBER, 1945 SHOULD HAVE BEEN</td> <td style="text-align: center;">\$ 60.00</td> <td style="text-align: center;">\$ 20.00</td> <td style="text-align: center;">\$ 20.00</td> <td style="text-align: center;">\$ 20.00</td> </tr> <tr> <td>AMOUNT OF REPAYMENT AND DISTRIBUTION</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> <td style="text-align: center;">-----</td> </tr> <tr> <td>DISTRIBUTION RATIO</td> <td style="text-align: center;">\$ 60.00</td> <td style="text-align: center;">\$ 20.00</td> <td style="text-align: center;">\$ 20.00</td> <td style="text-align: center;">\$ 20.00</td> </tr> <tr> <td>DEDUCTION TO BE MADE FROM BLIND CLAIM FOR MONTH OF (SIGNATURE OF COLLECTION OFFICER)</td> <td style="text-align: center;">100%</td> <td style="text-align: center;">33 1/3%</td> <td style="text-align: center;">33 1/3%</td> <td style="text-align: center;">33 1/3%</td> </tr> <tr> <td></td> <td style="text-align: center;">APRIL</td> <td colspan="3" style="text-align: right; padding-right: 20px;">19 46</td> </tr> </tbody> </table>						TOTAL	FEDERAL SHARE	STATE SHARE	COUNTY SHARE	GRANT FOR OCTOBER, 1945 SHOULD HAVE BEEN	\$ 60.00	\$ 20.00	\$ 20.00	\$ 20.00	AMOUNT OF REPAYMENT AND DISTRIBUTION	-----	-----	-----	-----	DISTRIBUTION RATIO	\$ 60.00	\$ 20.00	\$ 20.00	\$ 20.00	DEDUCTION TO BE MADE FROM BLIND CLAIM FOR MONTH OF (SIGNATURE OF COLLECTION OFFICER)	100%	33 1/3%	33 1/3%	33 1/3%		APRIL	19 46		
	TOTAL	FEDERAL SHARE	STATE SHARE	COUNTY SHARE																														
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FORM BL 808 (FORMERLY BL 47-DFA) JUNE, 1942																																		

(SECTION CONTINUED ON NEXT PAGE)

601-99 Estimate Forms  
OAS; ANB; APSB; ANC  
FORM AG 809

601-99

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE  
INSTRUCTIONS—Forward 7 copies to  
State Department of Social Welfare  
Sacramento, California

COUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS  
MADE AVAILABLE FOR OLD AGE SECURITY

SUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIAFOR THE QUARTER BEGINNING October 1, 1945 AND ENDING December 31, 1945

## Total Estimated Expenditures

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of aged individuals to receive aid	<u>XXXXXX</u>	3680	3685	3690
2. Estimated average aid payment per individual	<u>XXXXXX</u>	\$ 47.50	\$ 47.50	\$ 47.50
3. Estimated expenditures for aid. (Item 1 $\times$ Item 2 for each month)	\$ 525,112.50	\$ 174,800.00	\$ 175,037.50	\$ 175,275.00
4. Total estimated administrative expenditures to be incurred for administration of the Old Age Security Law	\$ 16,852.83	\$ 5,617.61	\$ 5,617.61	\$ 5,617.61

## Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
5. Total amount of estimated expenditures for old age security. (Item 3 above)	\$ 525,112.50	\$ 174,800.00	\$ 175,037.50	\$ 175,275.00
6. Less: Estimated expenditures to aged persons ineligible to Federal aid	\$ 600.00	\$ 200.00	\$ 200.00	\$ 200.00
7. Less: Estimated expenditures in excess of \$40.00	\$ 82,912.50	\$ 27,600.00	\$ 27,637.50	\$ 27,675.00
8. Balance [Item 5 (minus Item 6 and Item 7)]	\$ 441,600.00	\$ 147,000.00	\$ 147,000.00	\$ 147,400.00
9. Estimated amount of Federal grant for old age security. (One-half of Item 8)	\$ 220,800.00	\$ 73,500.00	\$ 73,600.00	\$ 73,700.00
10. 3 per cent additional for administrative costs. (Item 9 multiplied by 3 per cent) (Must not exceed Item 4 above)	\$ 6,624.00	\$ 2,205.00	\$ 2,208.00	\$ 2,211.00
11. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for old age security, plus county share of additional grant for cost of administering the law. (Item 9 plus Item 10)	\$ 227,424.00	\$ 75,705.00	\$ 75,808.00	\$ 75,911.00
For State use only: Net Adjustment for Prior Quarters				

## Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
12. Total amount of estimated expenditures for old age security. (Item 3 above)	\$ 525,112.50	\$ 174,800.00	\$ 175,037.50	\$ 175,275.00
13. Less: Estimated amount of Federal grant for old age security. (State and county share) (Item 9 above)	\$ 220,800.00	\$ 73,500.00	\$ 73,600.00	\$ 73,700.00
14. Balance (Item 12 minus Item 13)	\$ 304,312.50	\$ 101,300.00	\$ 101,437.50	\$ 101,575.00
15. Total estimated amount of State funds to be received by the county. (Five-sixths of Item 14)	\$ 253,593.75	\$ 84,416.67	\$ 84,531.25	\$ 84,645.83
For State use only: Net Adjustment for Prior Quarters				

16. Total amount appropriated or made available for aid and administration of aid for old age security during this quarter from local funds. (Total of (A) and (B) below) \$ 60,947.58

(A) Amount appropriated or made available for aid \$ 50,718.75

Note.—If the amount which has actually been made available for aid is less than one-sixth of the quarterly total reported in Item 14 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

(B) Amount appropriated or made available for administration \$ 10,228.83

Note.—If the amount which has actually been made available for estimated county share of administrative costs is less than the difference between the quarterly total of Item 4 and the quarterly total reported in Item 10 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA  
COUNTY OF X ss.

[SIGNATURE OF COUNTY AUDITOR]

*John Smith*

Jane Doe being duly sworn, deposes and says: That he is the county official responsible for the administration of Old Age Security in and for the said county; that the above is a true and correct statement of the estimated expenditures under the Old Age Security Law, Chapter 1 of Division III of the Welfare and Institutions Code, and amendments thereto, and Title I of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this first day of August 1945  
*Mary Jones*  
Title Deputy County Clerk

[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE]

*Jane Doe*  
Title Welfare Director  
Approved: *Richard Roe*  
Chairman, Board of Supervisors

FORM AG 809 (revised)—May, 1945

(Section Continued on Next Page)

**Sec. 601-00 Quarterly Estimates of Expenditures for Aid and Administration**  
OAS; ANB; APSB; ANC

601-00

State and Federal funds are forwarded to the counties monthly in advance. The amounts advanced are based upon the County Report of Estimated Quarterly Expenditures and Funds Made Available (Form Ag, Bl, CA 809) as adjusted by the SDSW for the differences between estimates and aid claims for the second prior quarter.

Copies of each estimate are requested from the counties two months prior to the beginning of the quarter to which such reports apply. Delay in submitting the quarterly estimates holds up advances to all counties; therefore, reports should be filed promptly. The State Controller, in cooperation with the SDSW attempts to mail warrants for Federal and State funds to reach the counties by the last day of each month preceding the month for which the funds are advanced. (See Forms Ag, Bl, CA 809 in Sec. 601-99, Estimate Forms.) (W. & I. C. 1555, 1560, 2140, 2188, 3075, 3087.2, 3460, 3481.)

In ANC, *children living in boarding homes or institutions* shall not be included on the Report of Estimated Quarterly Expenditures (Form CA 809). The ineligible children referred to in this report (Form CA 809) under Items 5 and 8 refer to the children claimed on the Aid Affidavit (Form CA 800) for whom Federal eligibility requirements have not been met and should *not* include boarding home and institution cases. (W. & I. C. 1560.)

**Sec. 601-10 Quarterly Adjustment of Funds**

601-10

OAS; ANB; APSB; ANC

Upon approval by the SDSW of the three monthly claims for aid and administrative expenditures covering a particular quarter, an adjustment of the differences between the expenditures of Federal and State funds as estimated for the quarter and the total of all audited claims for the same quarter is made.

If there is an excess in the estimate over the expenditures for the same quarter, this amount is deducted from the first monthly advance of the second subsequent estimate filed. If there is a deficiency in the estimate under the expenditures, this amount is added to the first monthly advance of the second subsequent estimate filed. When an adjustment occurs requiring a deduction greater than the first monthly advance, the adjustment is applied to subsequent advances until the total deduction has been effected. (W. & I. C. 1555, 2188, 3087.2, 3481.)

**Sec. 601-20 Use of State and Federal Funds**

601-20

OAS; ANB; APSB; ANC

Moneys in possession of a county representing amounts advanced by the State and Federal governments for the payment of OAS, ANB, APSB, ANC, and county administrative expense are accountable to the SDSW and the FSSB. Therefore, special funds or special separate accounts should be set up to record the receipt of such moneys and transfers or disbursements therefrom. These funds are subject to audit by the State and Federal auditors. (W. & I. C. 1553, 1554, 2186, 2187, 3087, 3087.1, 3480.)

Warrants drawn in payment of OAS, ANB and APSB shall not carry any reference to indigency or pauperism. The title of such funds should likewise omit any similar reference. For the sake of uniform denotation, the title "Welfare and Security Fund" is suggested for categorical aid funds. (See Sec. 102-20, No Pauper Designation.) (W. & I. C. 2009, 3002, 3401.5.)

601-99 (Continued)

601-99

FORM CA 809

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE  
INSTRUCTIONS—Forward 7 copies to  
State Department of Social Welfare  
Sacramento, CaliforniaCOUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS  
MADE AVAILABLE FOR AID TO NEEDY CHILDRENSUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIA  
FOR THE QUARTER BEGINNING October 1, 1945 AND ENDING December 31, 1945Total Estimated Expenditures Subject to State Participation  
(Excluding Children Living in Boarding Homes and Institutions)

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of needy children to receive aid	X X X X X X X X	1449	1445	1435
2. Estimated average assistance payment per child	X X X X X X X X	\$ 22.00	\$ 22.00	\$ 22.00
3. Estimated expenditures for aid (Item 1 X Item 2 for each month)	\$ 94,138.00	\$ 31,218.00	\$ 31,350.00	\$ 31,570.00
4. Total estimated administrative expenditures to be incurred for all children's cases under the Aid to Needy Children Law	\$ 7,464.00	\$ 2,488.00	\$ 2,488.00	\$ 2,488.00
5. Less: Estimated administrative expenditures to be incurred for cases ineligible to Federal Aid	\$ 2,910.00	\$ 670.00	\$ 670.00	\$ 670.00
6. Total estimated administrative expenditures to be incurred for children's cases eligible to Federal Aid only (Item 4 minus Item 5)	\$ 5,554.00	\$ 1,818.00	\$ 1,818.00	\$ 1,818.00

## Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
7. Total amount of estimated expenditures for aid for children subject to State participation. (Item 3 above)	\$ 94,138.00	\$ 31,218.00	\$ 31,350.00	\$ 31,570.00
8. Less: Estimated expenditures for children ineligible to Federal aid	\$ 1,656.00	\$ 552.00	\$ 552.00	\$ 552.00
9. Less: Estimated expenditures in excess of \$18.00 for one child and \$12.00 for each additional child in the same household group	\$ 26,250.00	\$ 8,750.00	\$ 8,750.00	\$ 8,750.00
10. Balance [Item 7 minus (Item 8 and Item 9)]	\$ 66,232.00	\$ 21,916.00	\$ 22,048.00	\$ 22,268.00
11. Estimated amount of Federal grant for aid to needy children (one-half of Item 10)	\$ 33,116.00	\$ 10,958.00	\$ 11,024.00	\$ 11,134.00
12. Additional amount allowed for administration (one-half of Item 6 above)	\$ 2,727.00	\$ 909.00	\$ 909.00	\$ 909.00
13. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for aid to needy children, plus county share of additional grant for cost of administering the law. (Item 11 plus Item 12)	\$ 35,843.00	\$ 11,867.00	\$ 11,933.00	\$ 12,043.00

For State use only: Net Adjustment for Prior Quarters

## Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
14. Total amount of estimated expenditures for aid for children subject to State participation. (Item 3 above)	\$ 94,138.00	\$ 31,218.00	\$ 31,350.00	\$ 31,570.00
15. Less: Estimated amount of Federal grant for aid to needy children (State and county share). (Item 11 above)	\$ 33,116.00	\$ 10,958.00	\$ 11,024.00	\$ 11,134.00
16. Balance (Item 14 minus Item 15)	\$ 61,022.00	\$ 20,260.00	\$ 20,326.00	\$ 20,436.00
17. Total estimated amount of State funds to be received by the county. (Two-thirds of Item 16)	\$ 40,681.33	\$ 13,506.67	\$ 13,550.66	\$ 13,624.00

18. Total amount appropriated or made available for aid and administration of aid to needy children during this quarter from local funds. (Total of (A) and (B) below) \$ 25,077.67

(A) Amount appropriated or made available for aid

NOTE.—If the amount which has actually been made available for aid is less than one-third of the quarterly total reported in Item 16 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

(B) Amount appropriated or made available for administration

NOTE.—If the amount which has actually been made available for estimated county share of administrative costs is less than all administrative costs not subject to Federal participation (the quarterly total of Item 5) plus one-half of the administrative costs subject to Federal participation (one-half of the quarterly total of Item 6), show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

Do Not Write in This Space

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA

COUNTY OF X

ss.

[SIGNATURE OF COUNTY AUDITOR]

John Smith

Jane Doe being duly sworn, deposes and says: That he is the county official responsible for the administration of Aid to Needy Children in and for the said county; that the above is a true and correct statement of the estimated expenditures under the provisions of Chapter 1 of Part 2 of Division II of the Welfare and Institutions Code, and amendments thereto, and Title IV of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this first day of August 1945.

Mary Jones

Title: Deputy County Clerk

FORM CA 809 (revised) — May, 1945

[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE]

APPROVED:

Jane Doe

Title: Welfare Director

Richard Roe

Chairman, Board of Supervisors

601-99 (Continued)

601-99

FORM BL 809

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

INSTRUCTIONS—Forward 7 copies to  
State Department of Social Welfare  
Sacramento, CaliforniaCOUNTY REPORT OF ESTIMATED QUARTERLY EXPENDITURES AND FUNDS  
MADE AVAILABLE FOR AID TO THE BLINDSUBMITTED BY THE COUNTY OF X STATE OF CALIFORNIA  
FOR THE QUARTER BEGINNING October 1, 1945 AND ENDING December 31, 1945

## Total Estimated Expenditures

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
1. Estimated number of blind individuals to receive aid	<u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u>	151	152	153
2. Estimated average aid payment per individual	<u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u> <u>X</u>	\$ 55.60	\$ 55.60	\$ 55.60
3. Estimated expenditures for aid. (Item 1 $\times$ Item 2 for each month)	\$ 25,353.60	\$ 8,395.60	\$ 8,451.20	\$ 8,506.80
4. Total estimated administrative expenditures to be incurred for <u>all</u> blind persons under the Aid to the Blind Laws	\$ 543.83	\$ 181.28	\$ 181.28	\$ 181.27
5. <i>Less:</i> Estimated administrative expenditures to be incurred for blind persons <u>ineligible</u> to Federal Aid	\$ 31.93	\$ 10.65	\$ 10.65	\$ 10.63
6. Total estimated administrative expenditures to be incurred for blind persons <u>eligible</u> to Federal Aid only (Item 4 minus Item 5)	\$ 511.90	\$ 170.63	\$ 170.63	\$ 170.64

## Estimate of Federal Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
7. Total amount of estimated expenditures for aid to the blind. (Item 3 above)	\$ 25,353.60	\$ 8,395.60	\$ 8,451.20	\$ 8,506.80
8. <i>Less:</i> Estimated expenditures to blind persons ineligible to Federal Aid	\$ 750.00	\$ 250.00	\$ 250.00	\$ 250.00
9. <i>Less:</i> Estimated expenditures in excess of \$40	\$ 7,113.60	\$ 2,355.60	\$ 2,371.20	\$ 2,386.80
10. Balance [Item 7 minus (Item 8 and Item 9)]	\$ 17,490.00	\$ 5,790.00	\$ 5,830.00	\$ 5,870.00
11. Estimated amount of Federal grant for aid to the blind. (One-half of Item 10)	\$ 8,745.00	\$ 2,895.00	\$ 2,915.00	\$ 2,935.00
12. Additional amount allowed for administration. (One-half of Item 6 above)	\$ 255.95	\$ 85.32	\$ 85.31	\$ 85.32
13. Total estimated amount of Federal funds to be received by the county for State and county share of Federal grant for aid to the blind, plus county share of additional grant for cost of administering the law. (Item 11 plus Item 12)	\$ 9,000.95	\$ 2,980.32	\$ 3,000.31	\$ 3,020.32

For State use only: Net Adjustment for Prior Quarters

## Estimate of State Grant

	Column 1 TOTAL FOR QUARTER (Total of Columns 2, 3, and 4)	Column 2 FIRST MONTH	Column 3 SECOND MONTH	Column 4 THIRD MONTH
14. Total amount of estimated expenditures for aid to the blind. (Item 3 above)	\$ 25,353.60	\$ 8,395.60	\$ 8,451.20	\$ 8,506.80
15. <i>Less:</i> Estimated amount of Federal grant for aid to the blind. (State and county share) (Item 11 above)	\$ 8,745.00	\$ 2,895.00	\$ 2,915.00	\$ 2,935.00
16. Balance (Item 14 minus Item 15)	\$ 16,608.60	\$ 5,500.60	\$ 5,536.20	\$ 5,571.80
17. Total estimated amount of State funds to be received by the county. (One-half of Item 16)	\$ 8,304.30	\$ 2,750.30	\$ 2,768.10	\$ 2,785.90

For State use only: Net Adjustment for Prior Quarters

18. Total amount appropriated or made available for aid and administration of aid to the blind during this quarter from local funds (Total of (A) and (B) below) \$ 8,592.18

(A) Amount appropriated or made available for aid \$ 8,304.30

Note.—If the amount which has actually been made available for aid is less than one-half of the quarterly total reported in Item 16 above, show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

(B) Amount appropriated or made available for administration \$ 287.88

Note.—If the amount which has actually been made available for estimated county share of administrative costs is less than all administrative costs not subject to Federal participation (the quarterly total of Item 5) plus one-half of the administrative costs subject to Federal participation (one-half of the quarterly total of Item 6), show on a separate signed statement attached to this report when and from what source or sources the difference is expected to be made available.

Do Not Write in This Space

I HEREBY CERTIFY, That the above statements as to availability of county funds are true and correct.

STATE OF CALIFORNIA  
COUNTY OF X

[SIGNATURE OF COUNTY AUDITOR]

John Smith

Jane Doe being duly sworn, deposes and says: That he is the county official responsible for the administration of Aid to the Blind in and for the said county; that the above is a true and correct statement of the estimated expenditures under Chapters 1 and 3 of Part 1 of Division V of the Welfare and Institutions Code, and amendments thereto, and Title X of the Social Security Act, and amendments thereto, and that the provisions of same will be complied with in the expenditure of these funds.

Subscribed and sworn to before me this first day of August 1945  
Mary Jones  
Title: Deputy County Clerk

[SIGNATURE OF DIRECTOR OR OFFICIAL IN CHARGE]

Jane Doe  
Title: Welfare Director  
Approved: Richard Roe  
Chairman, Board of Supervisors

FORM BL 809 (revised)—July, 1944

(Section Continued on Next Page)

MAIN OFFICE  
SACRAMENTO  
616 K STREET

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

STATE OF CALIFORNIA

Earl Warren  
Governor

# Department of Social Welfare

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento 14  
December 21, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN  
1680 NORTH VINE STREET  
LOS ANGELES

MRS. MARY E. BARKWILL  
ROUTE 1, BOX 55  
LINDSAY

MRS. BERNICE H. CHIPMAN  
1100 UNION STREET  
SAN FRANCISCO  
JOHN C. CUNEO  
922 J STREET  
MODESTO  
GERALD C. KEPPEL  
135 NORTH BRIGHT AVENUE  
WHITTIER

JOHN T. MARTIN  
1170 SEVENTH AVENUE  
SAN DIEGO

MRS. JESSIE S. WILLIAMSON  
2816 OAK KNOLL TERRACE  
BERKELEY

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

## WAR SERVICES HANDBOOK LETTER NO. 11

These are emergency regulations effective immediately.

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachments

RECEIVED  
SACRAMENTO, CALIF.

1945 DEC 22 AM 9 06

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA

Certified as a Regulation (or as  
Regulations) of the

Social Welfare  
(Name of State Agency)

Malley  
(Signature)

Director  
(Title)

12/21/05  
(Date)

MAIN OFFICE  
SACRAMENTO  
616 K STREET

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

EARL WARREN  
GOVERNOR  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
December 17, 1945

WAR SERVICES HANDBOOK LETTER NO. 11

SECRETARY OF STATE  
% JACK SNOW

3 WS

Subject: Revision in Form WS-7, Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government. Secs. 41-00 through 41-30.

The attached revisions 17 through 21 of Chapter IV, Reporting Procedures, are to be entered in your copy of the War Services Handbook and the revision numbers cancelled on the separator for the revised chapter. The attached Form WS-7 is to be inserted in place of the obsolete Form WS-7.

This revision consists of a rearrangement of items in order to simplify reporting and a more definite labeling of some of the items. No new items have been added to the report.

Items which have been rearranged:

All items concerning WRA case summary referrals have been placed in Section A. Formerly these were reported partly in Section A and partly in Section C.

The rearrangement should reduce some of the confusion which has occurred between WRA referrals and direct service cases.

Items which have been more definitely labeled:

A good many counties have been erroneously including in the WS-7 cases which received county general relief instead of limiting this report to assistance reimbursable from Federal funds. We have, therefore, added the words "To be Claimed from Federal Funds" to the items referring to assistance in order to make the scope of the report more clear.

The instructions have been revised to conform with these changes and to clarify the distinction between this report and the GR 238, Monthly Statistical Report on County Aid to Persons of Japanese Ancestry.

An initial supply of the revised Form WS-7 is being sent the counties. The revised form should be used to report activity during December (or the first month thereafter in which activity occurs).

Authority: W& 10 113, 114  
115, 116, 120

FILED

In the office of the Secretary of State  
of the State of California

DEC 24 1945

FRANK M. JORDAN, Secretary of State

By *Frank M. Jordan*  
Assistant Secretary of State

MONTHLY STATISTICAL REPORT ON SERVICES AND ASSISTANCE TO ENEMY ALIENS AND OTHER PERSONS IN NEED BECAUSE OF RESTRICTIVE ACTION OF THE FEDERAL GOVERNMENT

REPORT FOR MONTH OF \_\_\_\_\_ COUNTY \_\_\_\_\_

#### A. CASE SUMMARY REFERRALS FROM WAR RELOCATION AUTHORITY

1. CASE SUMMARY REFERRALS RECEIVED DURING MONTH

2. CASE SUMMARY REFERRALS UNDER INVESTIGATION DURING MONTH (SUM OF 2A AND 2B) . . . . .

DIRECT REQUESTS FOR SERVICE AND/OR ASSISTANCE TO BE CLAIMED FROM FEDERAL FUNDS

B. DIRECT REQUESTS FOR SERVICE AND/OR ASSISTANCE TO BE CLAIMED FROM FEDERAL FUNDS

3. DIRECT REQUESTS FOR SERVICE AND/OR ASSISTANCE RECEIVED DURING MONTH. . . . .

A. ACCEPTED FOR SERVICE AND/OR ASSISTANCE TO BE CLAIMED FROM FEDERAL FUNDS. . . . .

B. REJECTED OR OTHERWISE DISPOSED OF . . . . .

C. CASES RECEIVING DIRECT SERVICE ONLY

5. TOTAL CASES RECEIVING DIRECT SERVICE ONLY DURING MONTH (SUM OF 5A, 5B AND 5C). . . . .

A. IMMIGRATION AND NATURALIZATION SERVICE CASES

B. WAR RELOCATION AUTHORITY CASES (EXCLUDING WRA REFERRALS UNDER INVESTIGATION) . . . . .

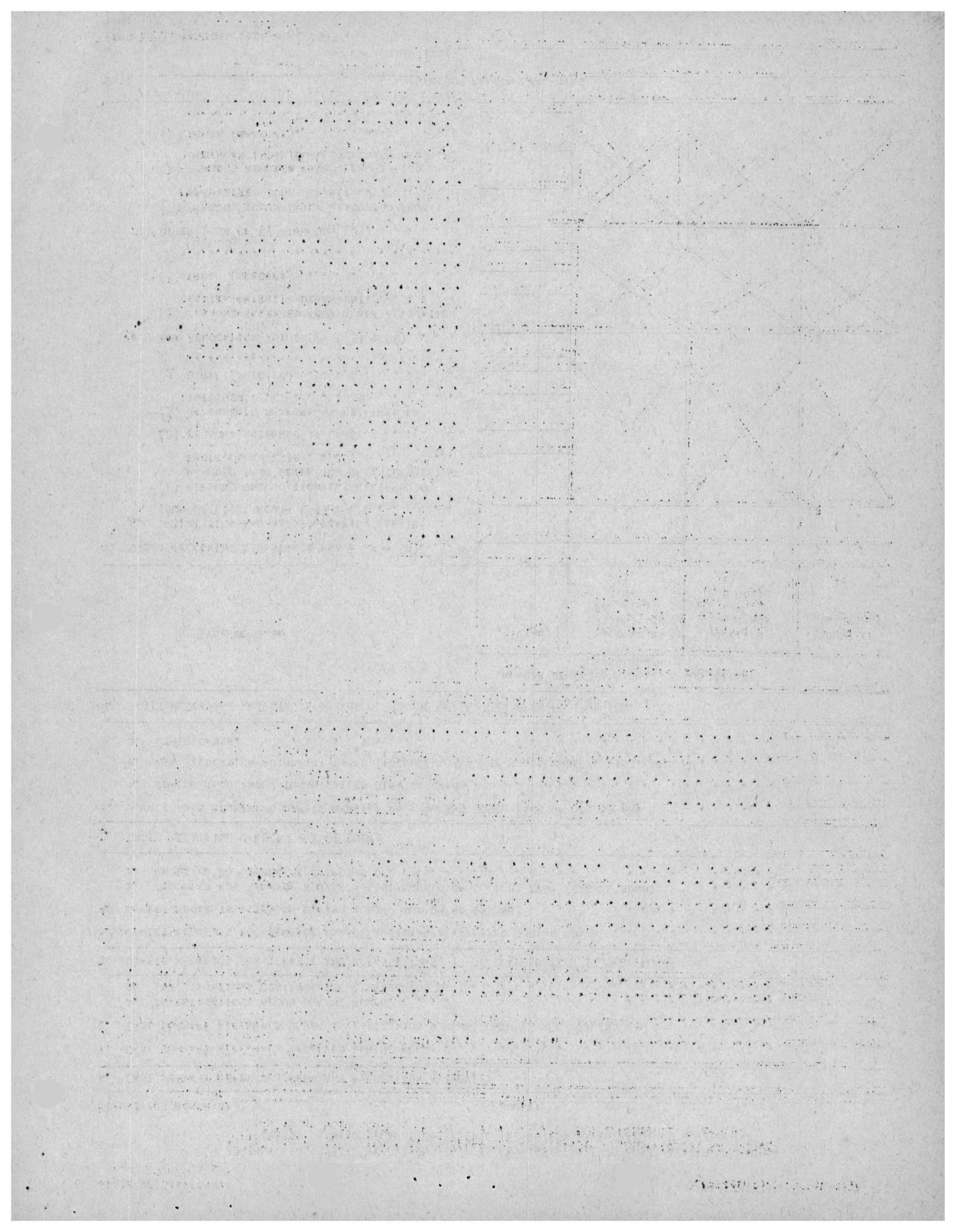
#### C. OTHER CASES

D. CASES RECEIVING ASSISTANCE DURING MONTH (TO BE CLAIMED FROM FEDERAL FUNDS)

TYPE OF CASE	NUMBER OF CASES RECEIVING ASSISTANCE DURING MONTH			
	TOTAL	RECEIVING ASSISTANCE FOR FIRST TIME	RECEIVED ASSISTANCE IN A PREVIOUS MONTH	AMOUNT OF ASSISTANCE
6. CASES RECEIVING ASSISTANCE (6A + 6B + 6C) . . .				\$
A. IMMIGRATION AND NATURALIZATION SERVICE (SUM OF (1) THROUGH (4)) . . . . .				\$
(1) PERSONS UNCONDITIONALLY RELEASED OR PAROLED FROM DETENTION OR INTERNMENT OR THEIR DEPENDENTS . . . . .				
(2) PERSONS INTERNED AT LARGE. . . . .				
(3) DEPENDENTS OF PERSONS DETAINED OR INTERNED . . . . .				
(4) OTHER (SPECIFY). . . . .				
B. WAR RELOCATION AUTHORITY ((5) + (6)) . . .				\$
(5) PERSONS RELEASED FROM A WAR RELOCATION CENTER OR THEIR DEPENDENTS . . . . .				
(6) OTHER (SPECIFY). . . . .				
C. OTHER (SUM OF (7) THROUGH (9)) . . . . .				\$
(7) PERSONS VOLUNTARILY EVACUATED FROM A PROHIBITED ZONE OR AREA. . . . .				
(8) PERSONS REMOVED FROM A PROHIBITED AREA UNDER AN INDIVIDUAL EXCLUSION ORDER. .				
(9) OTHER (SPECIFY). . . . .				

DATE \_\_\_\_\_ NAME OF PERSON REPORTING \_\_\_\_\_

TITLE \_\_\_\_\_



Sec. WS 41-00 Instructions for Monthly Statistical Report on Services and Assistance to Enemy Aliens and Other Persons in Need Because of Restrictive Action of the Federal Government Form WS-7 41-00

This report relates to the operations of county welfare departments in providing services and assistance to enemy aliens and other persons, and the dependents of such enemy aliens and other persons, who are in need because of restrictive action of the Federal Government in the form of removal orders or official announcements that such orders will be issued, regulations governing conduct within designated military, prohibited, or restricted areas, detention of enemy aliens, and internment of enemy aliens.

Include in this report as assistance cases only those cases and amounts for which reimbursement is to be claimed from Federal funds. Do not include assistance to be paid solely from county funds; such assistance cases are reported on GR 238, Monthly Statistical Report on County Aid to Persons of Japanese Ancestry, and GR 237, Monthly Statistical Report on General Relief.

Sec. WS 41-05 Submission of Report - Form WS-7

41-05

The report is to be prepared monthly by county welfare departments. The original is to be sent to the Division of Research and Statistics, SDSW, in time to be received not later than the eighth of the month following that to which it applies. The first report on Form WS-7 should cover the first month in which the county has had requests or referrals for assistance and/or service under this program, including case summary referrals from the War Relocation Authority (received directly from WRA or through the SDSW). If, in any subsequent month, no operations occur under this program, this fact is to be reported by letter.

Sec. WS 41-10 Definition of Case - Form WS-7

41-10

The term "case" as used in this report means an individual or a family group. The term includes: (a) wives, children, or husbands, whether alien or non-alien, of persons affected; and (b) other persons, whether alien or non-alien who are actually dependent upon and have been receiving substantial maintenance from the person affected.

Sec. WS 41-15 Part A. Case Summary Referrals From War Relocation Authority 41-15  
WSE Form WS-7

Item 1.--Case summary referrals receiving during month. Enter the number of case summary referrals received from the War Relocation Authority (either directly from WRA or through the SDSW) on which investigation is requested.

(Section Continued on Next Page)

41-15 (Continued)

41-15

Item 2. Case summary referrals under investigation during month. Enter the sum of subitems a and b.

Item 2a. Investigations begun during month. Enter the number of WRA case summary referrals on which investigation was initiated during the month.

Item 2b. Investigations continued from preceding month. Enter the number of WRA case summary referrals on which investigation was begun in a prior month but was still pending at the beginning of this month.

Sec. WS 41-20 Part B. Direct requests for Service and/or Assistance to Form WS-7 Be Claimed from Federal Funds.

41-20

Item 3. Direct requests for service and/or assistance received during month. Enter the number of direct applications made by families and individuals for service and/or assistance for which reimbursement is to be claimed from Federal funds. Do not report WRA case summary referrals here; these are reported in item 1.

Item 4. Requests acted on during month. Enter the sum of item 4a plus 4b.

Item 4a. Accepted for service and/or assistance. Enter the number of direct applications by families and individuals accepted for service, and/or assistance for which Federal reimbursement is to be claimed. Do not report action on WRA case summary referrals.

Item 4b. Rejected or otherwise disposed of. Enter the number of direct applications by families and individuals for service and/or assistance which were rejected, referred elsewhere, or otherwise disposed of during the month. Do not report action on WRA case summary referrals.

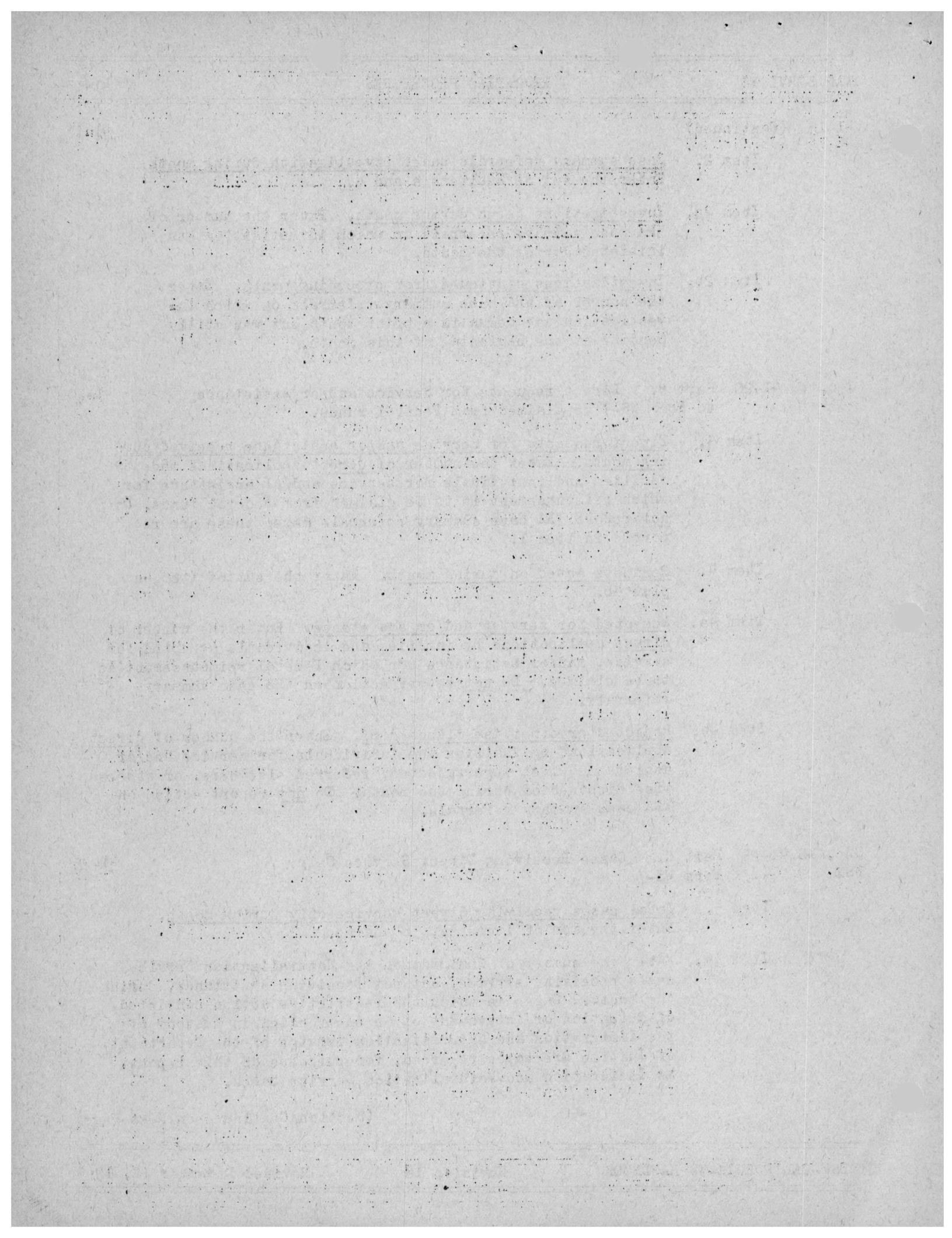
Sec. WS 41-25 Part C. Cases Receiving Direct Service Only.  
WSE Form WS-7

41-25

Item 5. Total cases receiving direct service only during month. Enter the sum of items 5a, 5b and 5c.

Item 5a. Enter the number of Immigration and Naturalization Service cases receiving service, but not receiving assistance, during the month. Cases in which the restrictive action consisted of detention or internment of an enemy alien in custody of the Immigration and Naturalization Service of the Department of Justice are to be regarded, for purposes of this report, as Immigration and Naturalization Service cases.

(Section Continued on Next Page)



41-25 (Continued)

41-25

Item 5b. Enter the number of War Relocation Authority cases receiving direct service, but not receiving assistance during the month. Do not include WRA case summary referrals under investigation; these are reported in item 2.

Cases in which the restrictive action consisted of removal of a person or family to a war relocation center<sup>(1)</sup> are to be regarded as War Relocation Authority cases.

Item 5c. Enter the number of cases other than the types shown in items 5a and 5b receiving service but not receiving assistance, during the month.

Cases in which the restrictive action was other than detention, internment or removal to a war relocation center are to be classified as "Other".

Sec. WS 41-30 Part D. Cases Receiving Assistance During Month (to be 41-30  
WSE Form WS-7 claimed from Federal Funds)

This section refers only to cases receiving assistance for which reimbursement from Federal funds is to be claimed.

Expenditures for assistance should be reported, insofar as possible, on the basis of obligations incurred for the month, i.e., assistance should be reported for the month for which it is authorized. Counties unable to report on this basis may report on the basis of obligations incurred during the month.

Item 6. Enter in columns I-IV the sum of items 6a, 6b, and 6c.

Item 6a. Enter in column I the total number of Immigration and Naturalization Service cases that received assistance during the month for which Federal reimbursement is to be claimed. This figure should equal the sum of items 6a (1) through 6a (4), column I, and should also equal the sum of columns II and III, item 6a.

Enter in column II the number of Immigration and Naturalization Service cases that received assistance this month for the first time.

Enter in column III the number of Immigration and Naturalization Service cases that received assistance this month and had received assistance in a previous month.

(1) A few persons were released directly from assembly centers without going to relocation centers. For purposes of this report such persons, if given assistance or service under this program, are to be shown as War Relocation Authority cases.

(Section Continued on Next Page)

41-30 (Continued)

41-30

Enter in column IV the total amount of expenditures for assistance to Immigration and Naturalization Service cases during the month. This should represent the total amount of obligations incurred for assistance in the form of money payments, relief orders, or commodities, for which reimbursement from Federal funds is to be claimed.

Item 6a(1). Enter the number of cases consisting of persons unconditionally released or paroled from detention or interment or the dependents of such persons, that received assistance during the month.

Item 6a(2). Enter the number of cases consisting of persons interned at large that received assistance during the month.

Item 6a(3). Enter the number of cases consisting of dependents of persons currently held under detention or interment that received assistance during the month.

Item 6a(4). Enter the number of other Immigration and Naturalization Service cases that received assistance during the month, and indicate the type(s) of cases.

Item 6b. Enter in column I the total number of War Relocation Authority cases that received assistance during the month for which Federal reimbursement is to be claimed. This figure should equal the sum of items 6b (5) and 6b (6), column I, and should also equal the sum of columns II and III, item 6b.

Enter in column II the number of War Relocation Authority cases that received assistance this month for the first time.

Enter in column III the number of War Relocation Authority cases that received assistance this month and had received assistance in a previous month.

Enter in column IV, the total amount of expenditures for assistance to War Relocation Authority cases during the month. This should represent the total amount of obligations incurred for assistance in the form of money payments, relief orders, or commodities, for which reimbursement from Federal funds is to be claimed.

Item 6b(5). Enter the number of cases consisting of persons released from a war relocation center, or the dependents of such persons, that received assistance during the month for which Federal reimbursement is to be claimed.

Item 6b(6). Enter the number of other War Relocation Authority cases that received assistance during the month for which Federal reimbursement is to be claimed, and indicate the type(s) of cases.

41-30 (Continued)

41-30

Item 6c. Enter in column I the total number of cases other than Immigration and Naturalization Service and War Relocation Authority cases that received assistance during the month for which Federal reimbursement is to be claimed. This figure should equal the sum of items 6c(7) to 6c(9), column I, and should also equal the sum of columns II and III, item 6c.

Enter in column II the number of cases classified as "Other" that received assistance this month for the first time.

Enter in column III the number of "Other" cases that received assistance this month and had received assistance in a previous month.

Enter in column IV the total amount of expenditures for assistance to "Other" cases during the month. This should represent the total amount of obligations incurred in the form of money payments, relief orders, or commodities for which reimbursement from Federal funds is to be claimed.

Item 6c(7). Enter the number of cases consisting of persons voluntarily evacuated from a prohibited zone or area that received assistance during the month.

Item 6c(8). Enter the number of cases consisting of persons removed from a prohibited area under an individual exclusion order that received assistance during the month.

Item 6c(9). Enter the number of all other cases that received assistance during the month, and indicate the type(s) of cases.

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LOS ANGELES OFFICE  
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Earl Warren  
Governor

RECEIVED STATE OF CALIFORNIA  
SACRAMENTO, CALIF.

Department of Social Welfare

945 DEC 28 PM 2 29 CHARLES M. WOLLENBERG

DIRECTOR

Sacramento 14  
December 27, 1945

Hon. Frank M. Jordan  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

SOCIAL WELFARE BOARD

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1170 SEVENTH AVENUE  
SAN DIEGO

MRS. JESSIE S. WILLIAMSON  
2816 OAK KNOLL TERRACE  
BERKELEY

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

DEPARTMENT BULLETIN NO. 273 (WS) (Emergency regulation)  
DEPARTMENT BULLETIN NO. 273-A (WS) (Emergency regulation)

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachments

Certified as a Regulation (or as  
Regulations) of the

Dept of Social Welfare  
(Name of State Agency)

---

(Signature)

---

Director  
(Title)

---

12/27/45  
(Date)

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EARL WARREN  
GOVERNOR

STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
November 26, 1945

DEPARTMENT BULLETIN NO. 273 (WS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

FILED

In the office of the Secretary of State  
of the State of California

DEC 28 1945

FRANK M. JORDAN, Secretary of State

By

*Robert M. Jordan*  
Assistant Secretary of State

Subject: Resettlement Assistance

This Bulletin becomes effective immediately, and supersedes Bulletins 252 (WS) and 270 (WS).

SCOPE AND PURPOSE OF RESETTLEMENT ASSISTANCE

In an attempt to meet some of the problems facing evacuees on leaving the Centers to return to their former homes, the War Relocation Authority, the Social Security Board, and other interested organizations have made provisions for integrating their available resources. Funds have been transferred from the War Relocation Authority to the Social Security Board for continuing assistance and services to evacuees who have left the Centers. The Social Security Board through State and local public welfare agencies will provide resettlement assistance and/or services to evacuees after they have returned to their former community or have gone into new communities if they are in need of assistance to become re-established.

A. SERVICES AND ASSISTANCE AVAILABLE THROUGH THE WAR RELOCATION AUTHORITY

The War Relocation Authority District Offices will assist in making general relocation plans in a community to facilitate the orderly absorption of evacuees. The Relocation Officer will carry on correspondence with the Centers and with other District Offices of the War Relocation Authority concerning relocation plans, and will work with state and local public welfare agencies in providing resources to facilitate the adjustment of resettlers. However, the War Relocation Authority will not duplicate the functions of existing social agencies in providing financial assistance or services to evacuees after they have arrived in the community or in dealing with individual problems of readjustment.

1. Household Equipment

(a) In the past the War Relocation Authority has provided grants for minimum household equipment for all evacuees in need of such assistance, prior to leaving the Center. This includes dependency cases and those which will presumably be self-supporting. In determining need for household equipment, consideration is given to the availability of articles of furniture and other household equipment in

useful condition which applicants have in their possession either in the Center or in storage. Likewise, the amount of cash resources of the applicant and his family, including relocated family members, is deducted from the amount for which the applicant might otherwise be eligible.

The maximum grant for families of three or more members for household equipment is made in accordance with the following scale:

Three-member family	\$150
Four-member family	\$200
Five-member family	\$250
Six-or-more-member family	\$300

In computing the size of the family, all persons who plan to live in one household, including those already relocated, will be considered. However, for each wage earner over one, two members will be deducted from the number in the family. A wage earner is defined as any person between 18 and 65, except housewives (one to each household), full-time students, and others who are unemployable due to age or physical or mental disability.

The maximum grant for household equipment will be \$300. No grants will be made for unattached individuals and married couples without children. Consideration will be given to the availability of furnished accommodations in connection with certain types of employment in determining whether or not a grant for household equipment will be made. Two-person families whose composition necessitates separate sleeping accommodations, and who are otherwise eligible, will be given a maximum grant of \$100.

These grants will not be received in the Centers but will be mailed to the District Relocation Offices, or to the family.

(b) The War Relocation Authority will provide grants to families which left the Center June 1 or later without receiving a grant for temporary household assistance at the Center, when both of the following conditions are met:

(1) Where furniture or other resources owned or counted on for use are stolen, destroyed, or proved to be non-existent.

(2) Where application is made within 30 days after departure from the Center.

(c) The War Relocation Authority will ship all household goods and personal effects to the common carrier depot nearest the point of relocation from either a Relocation Center, or from storage in a government warehouse.

## 2. Assistance Grant

The War Relocation Authority will provide a relocation assistance grant of \$25 per person, where necessary, before the family leaves the Center. In general this grant is expected to be used for the payment of a deposit for the first month's rent on a house or apartment, as well as for other essentials such as food until wage earner receives first pay check. Frequently evacuees receive other funds at the time of leaving the project, such as clothing allowances, evacuee wages, and cash for travel expenses. The relocation assistance funds are often exhausted in

and the other is to make the new accountants as independent as possible. The first is to assign one of the accountants to each individual project.

The second is to make the accountants responsible for the work they do.

John: I think the best way to do this is to have the accountants work on a project basis. They would be responsible for the work they do and would be accountable for it.

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the first few days, and are therefore not usually available as a resource in planning to meet the family's needs. If indicated, a special grant may be made at the Center to meet cases of critical need without regard to any limitation on amounts or purposes elsewhere provided. In addition, a special grant for advance rent may be issued at the Center by the War Relocation Authority to families who, it is expected, will become self-supporting.

#### B. SERVICES AND ASSISTANCE AVAILABLE THROUGH COUNTY WELFARE DEPARTMENTS

Resettlement assistance, like other programs financed by public funds should be available to all persons who are in need of assistance and/or services provided for this group and who are eligible; services should be available whether or not financial assistance is needed.

Resettlement assistance intended for purposes of rehabilitation should be sufficiently flexible to permit meeting special needs of evacuees, or needs arising out of resettlement for which local resources are not available to them. It is recognized that public welfare agencies may not have made provision in their regular programs for meeting special needs such as those incurred by a relocated family in getting settled. Likewise, special problems relating to the consideration of resources may arise under this program which may require greater flexibility than is established by policy in relation to the regular programs. Because of the wide variation in both the needs and resources for this group, county agencies should show flexibility in meeting these special needs which are both reasonable for persons affected by restrictive action of the government and are yet justifiable from the agency's standard.

#### ELIGIBILITY TO RESETTLEMENT ASSISTANCE

##### 1. Cases in which it is anticipated that family or individual will become self-supporting.

(a) Resettlement assistance will be provided for maintenance to supplement the relocation grant to meet unforeseen needs occurring after family's resettlement, due to illness, unemployment, and similar adversities. Such assistance will be available during the initial adjustment period as well as to meet unforeseen needs arising after the family has made its initial adjustment.

(b) Resettlement assistance will be granted for maintenance when need continues beyond the one month covered by the War Relocation Authority grant.

(c) Resettlement assistance will be granted for maintenance of non-residents during verification of residence, and for persons for whom residence cannot be verified, such as migratory farm laborers or others who have had little contact with Caucasians, provided that the county has made or is making a diligent effort to establish residence and/or to transfer responsibility for the case to the county of residence.

##### 2. Dependency Cases

Resettlement assistance may be granted for maintenance pending establishment of eligibility for the categorical aids or for general relief. This may include persons for whom residence cannot be verified, such as migratory farm laborers or others who have had little contact with Caucasians, provided that the county has made or is making a diligent effort to establish residence, and/or to transfer responsibility for the case to the county of residence.

## ASSISTANCE STANDARD

### 1. Resources

Because of the special problems presented in resettlement cases, the agency's usual standards in regard to resources will not be applicable. No resources should be anticipated from restitution for losses, since at present claims for restitution can only be presented to Congress. Likewise, if the family has resources and there is evidence they plan to use these resources for their re-establishment in business or in other ways to enable them to become self-supporting, such resources should be protected for this purpose and not required to be used for current maintenance needs. However, if the family has no specific plans for the use of its resources to facilitate rehabilitation, it should be expected that these funds would be used for re-establishment of the household or for general maintenance.

### 2. Maintenance

While provision can be made under resettlement assistance to meet the special problems involved in re-establishing a family in a new community, or in their former community, if continuing assistance is needed for general maintenance, standards for requirements for this program should be similar to those generally applicable to persons eligible for financial assistance under the other welfare programs operating within the county, assuming, however, that subsistence needs will be met.

### 3. Housing

Because of the housing shortage, rent may be allowed as paid, and where necessary advance rent may be provided.

### 4. Furniture and Household Equipment

Resettlement assistance may no longer be used to provide furniture and household equipment even if no furniture grant was received at the Center. Cases requesting grants for furniture should be referred to the District Relocation Officer. Furniture grants made by the War Relocation Authority may not be supplemented from resettlement assistance funds. However, furniture and household equipment may be provided when new situations arise after resettlement, such as illness or an addition to the family requiring an extra bed.

### 5. Clothing

Additional clothing needed because of change in climate or work conditions may in some instances be essential to the rehabilitation of evacuees. Although evacuees receive a small cash allowance for clothing at the Center, they were usually not able to obtain more than the minimum essentials from the Center store and therefore may not have appropriate clothing for colder climates or work activity when they arrive at their destinations. Resettlement assistance may be used where necessary to meet such clothing needs. In addition to meeting initial clothing needs, continuing clothing needs may be included when resettlement assistance is given over a period of time.

### 6. Transportation

When visits to Centers by persons outside are approved by both the War Relocation Authority and a public welfare agency, necessary transportation costs to and from the Center plus subsistence costs en route may also be provided under this

## GRADUATE STATISTICS

## DECEMBER 19

out, hence predictions of future crop yields can be assessed. Accordingly, a simple approach for this consists of fitting a linear regression model to the data, where the error term is assumed to be normally distributed, and the error term mean is set to zero. The parameter,  $\alpha$ , is often called the slope of yield, where the error is the residual error. The yield is then predicted by taking the value of the error term to be zero, and the prediction on the yield is the predicted yield plus the error term. This is a simple and useful method of predicting future yields, but it is not without its flaws. For example, if the error term is not normally distributed, then the predicted yield will not be accurate. In addition, if the error term is not zero, then the predicted yield will be inaccurate. Finally, if the error term is not normally distributed, then the predicted yield will be inaccurate.

## DECEMBER 23

It is a well-known fact that the yield of a crop is influenced by a number of factors, such as the amount of rainfall, the amount of sunlight, the amount of water, the amount of fertilizer, and the amount of seed. In addition, the yield of a crop is influenced by a number of other factors, such as the amount of labor, the amount of equipment, and the amount of time. In addition, the yield of a crop is influenced by a number of other factors, such as the amount of labor, the amount of equipment, and the amount of time. In addition, the yield of a crop is influenced by a number of other factors, such as the amount of labor, the amount of equipment, and the amount of time.

## DECEMBER 24

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## DECEMBER 25

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## DECEMBER 26

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## DECEMBER 27

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program. Approval by the War Relocation Authority for these visits will be limited to persons who have been accepted for service with the armed forces upon pre-induction physical examination, emergency visits because of serious illness or death of family members residing in Centers, students at the end of a school term, and visits designed to assist in planning for the relocation of family members residing in Centers.

When a request is made for payment of transportation and subsistence costs, the public welfare agency should consult the War Relocation Authority District Office about the advisability of a specific plan.

#### 7. Transportation of Household Effects

When household goods and personal effects have been transported by the War Relocation Authority to the common carrier depot nearest the point of relocation, resettlement assistance, when necessary, may be used to pay for moving this property from the depot to the evacuee's home.

#### 8. Unattached Children

Resettlement assistance may be used to pay for foster-home care or other types of living arrangements for unattached children until it is possible for these children to be provided for under the regular programs for dependent children in the community. Unattached children are defined as those who have been released from a relocation center without parents, guardian, or other responsible relative, or unattached children of resettled evacuees or voluntary evacuees who had previously settled in the community. Resettlement assistance also may be used to pay for necessary clothing, medical care or other special needs of unattached children who have been placed in work homes. Although care may be purchased from a children's agency, the county welfare department should retain responsibility for the individual case. However, payment should not be made from resettlement assistance funds to a children's agency for services.

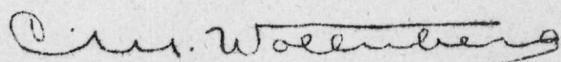
#### 9. Medical and Hospital Care

When evacuees return to their county of residence, it is expected that medical resources will be available to them on the same basis as to other residents of the community. When evacuees resettle in a county other than their county of residence, an effort should be made to secure the cooperation of other social agencies, hospital clinics, and institutions in the community in making their medical resources available to the evacuees on the same basis as to other members of the community. If such care is not available, it may be provided from resettlement assistance funds which may also be used to provide rehabilitative medical care not otherwise available.

#### 10. Funeral Expenses

Costs of Japanese funerals may be somewhat greater than those for which public welfare agencies are accustomed to assume responsibility, often involving cremation, storage of ashes, etc. Where the public assistance agency recognizes that meeting these additional costs may be suitable in a particular situation, reimbursement for the full amount of the expenditure will be made.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

Certified as a Regulation (or as  
Regulations) of the

Dept of Social Welfare  
(Name of State Agency)

Amelia Leibeng  
(Signature) ✓

Director  
(Title)

12/27/45  
(Date)

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EARL WARREN  
GOVERNOR  
STATE OF CALIFORNIA

DEPARTMENT OF SOCIAL WELFARE

CHARLES M. WOLLENBERG  
DIRECTOR  
Sacramento  
November 30, 1945

DEPARTMENT BULLETIN NO. 273-A (WS)

TO: COUNTY BOARDS OF SUPERVISORS  
COUNTY WELFARE DEPARTMENTS  
COUNTY AUDITORS

FILED  
In the office of the Secretary of State  
of the State of California  
DEC 28 1945  
FRANK M. JORDAN, Secretary of State  
By *Robert M. Jordan*  
Assistant Secretary of State

Subject: Resettlement Assistance

The following material just received from the Social Security Board supplements instructions released in Bulletin 273 (WS).

1. USE OF RESETTLEMENT ASSISTANCE TO SUPPLEMENT GENERAL RELIEF

The question of supplementation of general relief has arisen in connection with the situations existing in special housing projects used by War Relocation Authority to house returning Japanese who were unable to find other accommodations. The housing used generally consists of barracks or dormitories which do not have housekeeping facilities. Because of this, the Japanese are compelled to eat at community mess halls or cafeterias where the cost of meals in some instances exceeds the county general relief allowances for food.

In those instances where the needs of Japanese living in such projects are in excess of the usual standards of general relief and where the county finds it impossible to increase their standards in order to meet total need, resettlement assistance may be used to supplement general relief. The basis for such supplementation is predicated on the fact that the special needs are related to the adjustment period. Persons living in such projects have greater costs for maintenance than persons living in more normal situations in the community. It is recognized that some public welfare agencies may not have provision in their general assistance program for meeting special needs such as those encountered by a relocated family in getting settled. Areas of supplementation should be clearly defined, and the case record should adequately establish the need for supplementation. For example, the county general relief standard for food might be 65¢ per day for food while the cost of meals in the mess hall might be 90¢. Resettlement assistance could be used to supplement the difference between the county allowance and the actual cost of meals. There may be certain other special needs which may arise that are related to the adjustment period and not normally met from general relief. However, it should be made clear that resettlement assistance given for any item of special need is provided to meet an unmet need not covered by general relief standards. Furthermore, resettlement assistance should not be used for the usual items of maintenance, once the recipient has become fully established in the community under normal living arrangements.

2. TULE LAKE RELOCATION CENTER

We have been advised by the War Relocation Authority that it plans to close Tule Lake Relocation Center by February 1, 1946. Only a portion of the total population of this center will be free to relocate. The remaining evacuees will be turned over to the Department of Justice pending deportation. According to information received from WRA, there are about 5,000 evacuees on the free list, that is, free to leave the center. The War Relocation Authority is assisting those eligible to leave with their plans and encouraging them to relocate as soon as possible. While there are no definite figures on the number of dependency cases in this group, it is estimated there will be about 500 cases who will need assistance. These cases will be referred to the counties in the usual manner with the W.R.A. Form 390.

Special consideration is expected to be given at the center to children from 14 to 21 years of age whose parents are returning to Japan. Those children who choose to remain in the United States, will be sent immediately to War Relocation hostels in Los Angeles, San Francisco, Seattle, or Portland. The War Relocation Authority is concerned over the necessity of releasing such children without adequate advance planning, but due to the urgency of the situation will have to operate as best they can with limited planning. The War Relocation Authority will arrange for care in hostels until a more satisfactory plan can be worked out on an individual basis. (See attached WRA administrative notice containing instructions for handling of cases of unattached children.)

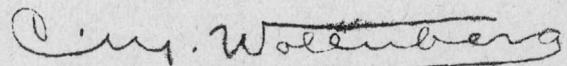
The emergency problems resulting from the breaking of family ties, together with the adjustment of new environment will call for all of the best skills of the agency in counseling and planning in order to make their resettlement effective. It is expected some of the children will go to live with relatives, while others will require foster home care.

Guardianship should probably be arranged in all cases to provide for consent to emergency medical care as well as to meet other situations which may arise.

Many of these children will need financial assistance. Some will be eligible for regular public assistance programs and others may receive resettlement assistance. In this connection, refer to the general provision of Bulletin 273(WS) and specifically to item 8 on page 5.

We shall appreciate being kept advised as to any special problems that may arise in connection with providing care of unattached children.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

Attachment

Department Bulletin No. 273-A (WS)  
Page 2

(COPY)

WAR RELOCATION AUTHORITY

Washington

November 1, 1945

ADMINISTRATIVE NOTICE No. 323

Subject: Relocation of Family Members of Tule Lake Detainees

Distribution: AO

1. Family members of detainees at the Tule Lake Center who wish to relocate without the detainees shall be given all counselling and relocation services available and shall be entitled to relocation assistance grants, and in appropriate cases to temporary assistance for establishing households, in the same manner as other center residents eligible to relocate. This applies to minor children of any age who will need to relocate alone, as well as to adults.

2. Where (1) unattached children under 16 years of age or (2) dependency cases are involved, and it appears inadvisable for them to remain in the center while their cases are being processed under Administrative Notice No. 130 (Rev.) or Handbook Section 30.4 respectively, they shall be given relocation assistance for departure in advance of such processing and in that event:

- (1) The Project Director shall wire the appropriate district relocation office in a west coast state, or the appropriate area office in other parts of the United States, stating the time and date of arrival, and requesting the reservation of accommodations in a hostel, or giving the address to which the relocatee is going if housing has been arranged.
- (2) The Project Director shall also give the relocatee a written note carrying the address of the district office, and the hostel if housing has not been arranged, and shall advise the relocatee to get in contact with the district office immediately upon arrival.
- (3) As soon as possible the Project Director shall forward Form WRA-390, Referral of Evacuees for Resettlement and Assistance, to the appropriate west coast district office or area office outside the west coast.
- (4) The district worker assigned responsibility for the case shall proceed with an orderly transfer of the case to a local agency in accordance with the instructions in Welfare Handbook Section 30.4 or Administrative Notice No. 130 (Rev.) dated June 4, 1945, except that in these instances the transfer will be made from the relocation address instead of from a center.
- (5) In addition, in all cases of children under 21 years of age who are not accompanied by one of their parents, a guardian should be appointed regardless of the maturity of the youth to provide for consent to certain types of medical care and similar situations. Summaries of all pertinent facts on such cases (see paragraph 2 of Administrative Notice No. 130 (Rev.)) should be forwarded to the appropriate district or area office, and the district worker assigned responsibility for these cases should refer the question of guardianship to the public welfare agency responsible for child welfare services in the community for appropriate action.

/s/ D. S. Myer  
Director

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET

RECEIVED  
SACRAMENTO, CALIF.

Earl Warren  
Governor

STATE OF CALIFORNIA

Department of Social Welfare

CHARLES M. WOLLENBERG

Sacramento 14  
December 27, 1945

945 DEC 28 PM 2 28  
SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET

FRANK M. JORDAN  
SECRETARY OF STATE  
STATE OF CALIFORNIA  
Secretary of State  
Room 109, State Capitol  
Sacramento, California

SOCIAL WELFARE BOARD

BEN KOENIG, CHAIRMAN  
1680 NORTH VINE STREET  
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1100 UNION STREET  
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922 J STREET  
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GERALD C. KEPPEL  
135 NORTH BRIGHT AVENUE  
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JOHN T. MARTIN  
1170 SEVENTH AVENUE  
SAN DIEGO

MRS. JESSIE S. WILLIAMSON  
2816 OAK KNOLL TERRACE  
BERKELEY

IN REPLY PLEASE REFER  
TO:

Dear Mr. Jordan:

Attached are three copies of the following regulations  
made by the State Department of Social Welfare.

S.D.S.W. REGULATION BOARDING HOMES NO. 10 (Emergency reg.)  
Subject: Nursing and Convalescent Homes  
for Aged and for Children

These regulations are filed in accordance with Section 11381  
of the Government Code, Chapter 1334, Statutes of 1945.

Very sincerely yours,

*Charles M. Wollenberg*  
CHARLES M. WOLLENBERG, Director  
Department of Social Welfare

366:b5  
Attachments

MAIN OFFICE  
SACRAMENTO  
616 K STREET  
(14)

LOS ANGELES OFFICE  
WASHINGTON BUILDING  
311 SOUTH SPRING STREET  
(13)

SAN FRANCISCO OFFICE  
DAVID HEWES BUILDING  
995 MARKET STREET  
(3)

Earl Warren  
Governor

STATE OF CALIFORNIA

# Department of Social Welfare

CHARLES M. WOLLENBERG  
DIRECTOR

Sacramento  
November 30, 1945

Authority:

7410 1620-1630, 2300-

2310

FILED

In the office of the Secretary of State  
of the State of California

DEC 28 1945

FRANK M. JORDAN, Secretary of State  
By Robert M. Jordan  
Assistant Secretary of State

IN REPLY PLEASE REFER  
TO:

S.D.S.W. REGULATION BOARDING HOMES NO. 10

TO: ACCREDITED AND INSPECTION AGENCIES  
COUNTY WELFARE DEPARTMENTS  
CHILD PLACING AGENCIES

Subject: Nursing and Convalescent Homes  
for Aged and for Children

Under the provisions of Chapter 1418, Statutes 1945, passed during the last session of the Legislature, nursing and convalescent homes are under the licensing jurisdiction of the State Department of Public Health.

The State Department of Public Health has requested that the State Department of Social Welfare and its accredited and inspection agencies continue the inspection of nursing and convalescent homes until the State Department of Public Health has developed the machinery for supervision of medical facilities of this type. As soon as possible, the health department will develop a definition of nursing and convalescent homes or criteria for classification of such homes.

Until such time as nursing and convalescent homes are so classified, by criteria developed by the State Department of Public Health, and until such time as that department is able to undertake the supervision and licensing of these facilities, accredited and inspection agencies are requested to continue, insofar as staff is available, to secure and process applications for operation of homes for aged and for children which provide nursing service or convalescent care. Granting or denial of license, however, should be withheld.

Any such homes for which denial of license would be indicated should be reported to the State Department of Social Welfare for consultation with the State Department of Public Health.

Very sincerely yours,



CHARLES M. WOLLENBERG, Director  
Department of Social Welfare